

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

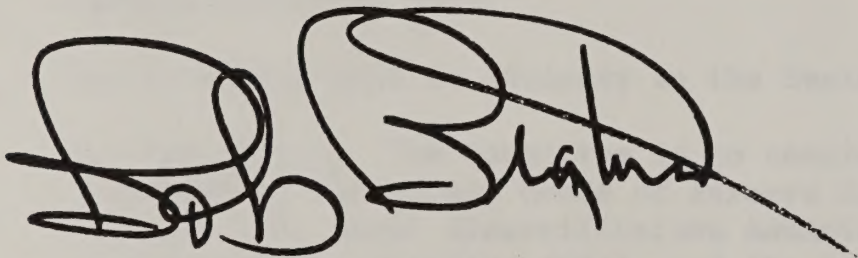
original
for
DR 1340-1

January 18, 1980

SECRETARY'S MEMORANDUM NO. 2006

Conservation Assistance to Indians on Tribal Lands

Hereafter, in carrying out conservation programs and practices related to soil and water, Indian organizations operating under tribal or Federal law may, if otherwise qualified, be furnished technical and other assistance on the same basis such assistance is furnished to districts organized under State law.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

February 25, 1980

SECRETARY'S MEMORANDUM NO. 2007

USDA Dam Safety Committee

1. Purpose. This Secretary's Memorandum establishes a USDA Dam Safety Committee. Establishment is in the public's interest in that it will strengthen dam safety efforts in the Department and support the Executive Branch in the implementation of the "Federal Guidelines for Dam Safety."

2. Functions. This committee will coordinate and provide leadership to dam safety activities in the Department. It will assist in defining needs and in implementing procedures to enhance the safety of the dams under the agencies' jurisdiction. The committee will be concerned with the agencies' administrative and technical practices related to dam safety including design, construction, operation, maintenance, periodic inspections, and rehabilitation of dams.

The committee will be advisory to the Secretary and to the agency heads.

3. Membership. The committee is to consist of the dam safety officers appointed by the agency heads of Farmers Home Administration (FmHA), Forest Service (FS), Rural Electrification Administration (REA), Science and Education Administration (SEA), and the Soil Conservation Service (SCS).

The Assistant Secretary for Natural Resources and Environment is to be the Chairman. The Dam Safety Officer for SCS is to be the Executive Secretary.

4. Dam Safety Officers. Each of the member agencies is to name a dam safety officer. The responsibility of this position is to see that the agency, as a matter of policy and in actual practice, makes every reasonable and prudent effort to enhance the safety of the dams under the agency's jurisdiction. Duties should include surveillance and evaluation of the agency's administrative and technical practices related to dam safety concerning the design and construction of new dams and the operation, maintenance, periodic inspections, or rehabilitation of existing dams. Also, the officer is to make recommendations for strengthening safety practices and procedures and is to maintain an inventory of agency dams.

The dam safety officer is to report directly to the agency head on matters of dam safety. The officer is to function as an advisor to the head of the agency and through the head of the agency to the administrative and technical units.

COMMITTEES (USDA Dam Safety)



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OFFICE OF THE SECRETARY
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FEB 2 2 1980

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2. Functions. This committee will coordinate and provide leadership for dam safety activities in the Department. It will assist in defining needs and in implementing procedures to enhance the safety of the dams under the agency's jurisdiction. The committee will be concerned with the agency's administrative and technical practices related to dam safety, including design, construction, operation, maintenance, periodic inspections, and rehabilitation of dams.

The committee will be advisory to the Secretary and to the agency heads.

3. Membership. The committee is to consist of the dam safety officers appointed by the agency heads of various home Administration (FWS), Service (US), Rural Electrification Administration (REA), Science and Education Administration (SEA), and the Soil Conservation Service (SCS).

The Assistant Secretary for Natural Resources and Environment is to be the Chairman. The Dam Safety Officer for SCS is to be the Executive Secretary.

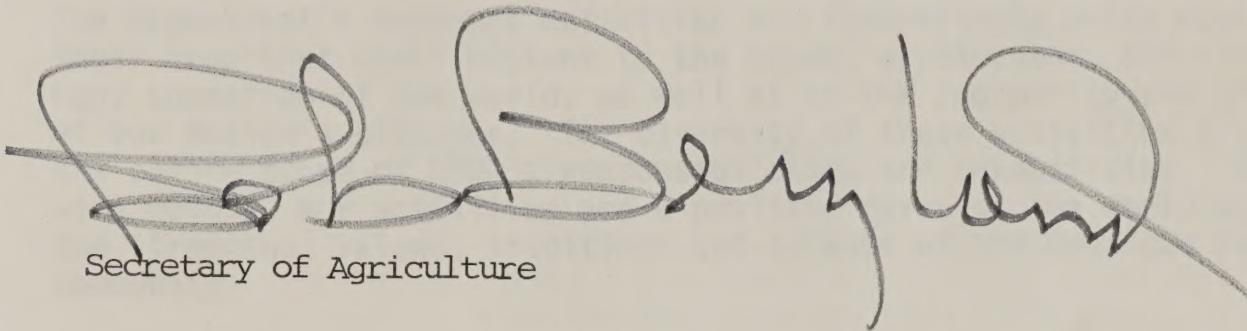
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The dam safety officer is to report directly to the agency head on matters of dam safety. The officer is to function as an advisor to the head of the agency and through the head of the agency to the administrative and technical units.

COMMITTEES (USDA Dam Safety Committee)

5. Federal Emergency Management Administration (FEMA). The Chairman is to be the primary contact with FEMA. The Executive Secretary is to participate in FEMA's activities and to represent the Department in the Chairman's absence.

The Executive Secretary is to be the contact for FEMA's Federal Dam Safety Office in technical matters. Also, FS's dam safety officer is to fully participate in technical activities with FEMA's Federal Dam Safety Office.

A large, stylized handwritten signature in dark ink, likely belonging to Earl Warren, is written over the printed title. The signature is fluid and cursive, with a large initial 'E' and 'W'.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

February 25, 1980

SECRETARY'S MEMORANDUM NO. 2008

Improving Communications Among USDA Overseas Personnel

Background

The Department's overseas activities are increasingly being recognized for their important contributions to the trade, development, and stability of many countries of the world, as well as to the prosperity and well-being of our Nation's citizens. The diversity of these activities truly reflects the entire scope of USDA's responsibilities and capabilities. By their very nature, our activities are a positive force in the world and represent the strengths, values, traditions and talents of the American agricultural community.

It is important that the visibility of USDA's overseas activities be increased and that our accomplishments and contributions be communicated in the host country. It is essential that our activities be seen as contributing to the entire U.S. representation and country team effort for which the U.S. Chief of Mission is responsible. On most agricultural matters, the Chief of Mission turns to the Agricultural Counselor or Attache for information.

Agricultural Attache Office Role

I want to reemphasize our policy that the Agricultural Counselor or Attache serves as the Department's and Chief of Mission's principal representative and coordinator for in-country agricultural matters for which USDA has primary responsibility. This policy should not conflict in any way with current USDA agency responsibilities or lines of authority, but agencies should advise personnel traveling or assigned overseas of this policy so that they can act accordingly. As a general rule, the Agricultural Attache office should be kept fully informed regarding all substantive aspects of any official USDA activity in the country(ies) assigned. This would include making all arrangements for contact with host government officials through the Attache's office and keeping the office informed regarding any other official business activities by providing copies of all correspondence and reports related thereto. Secretary's Memorandum No. 1943 provides specific instructions on the Department's policy governing official travel in foreign countries.

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NED ESCS USDA
ROOM 140 GHI BLDG

USDA/W Coordination

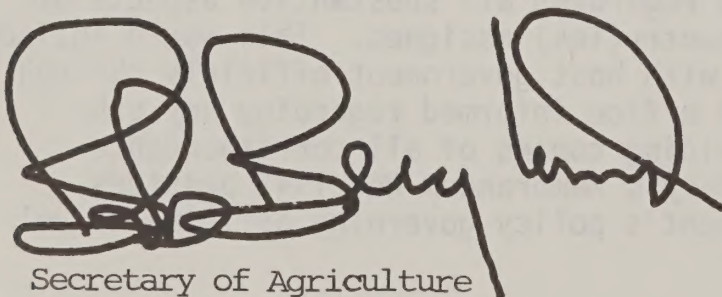
The central USDA/W coordinating point for all official contact with the USDA/FAS global network of Agricultural Counselors and Attaches is through the respective area officers in the Office of the Assistant Administrator for Agricultural Attaches in FAS. This should be the first contact point for any USDA employee traveling overseas on official business. All communications to the field should be cleared through the Area Officer with copies for him, as appropriate. A current list of AA posts by country and area, including the phone and room number of the Area Officer, is attached. Each agency should also keep FAS currently advised of its central coordinating office or contact point for all overseas activities and/or official travel.

Overseas Coordination

In addition, it is essential that each USDA agency examine the content, form and frequency of communications between its overseas personnel and the U.S. Mission's Agricultural Counselor or Attache. All USDA agencies sponsoring, managing or assisting overseas activities should instruct their people serving overseas to initiate and maintain frequent and informative contact with the Agricultural Counselor or Attache in the area(s) where agency personnel are assigned. This would include the furnishing of copies of appropriate documents, submission of summary reports on a periodic basis, visits to the office and/or attendance at staff meetings if in the same city, etc.

For their part, the Agricultural Counselors and Attaches will increase their efforts to establish and maintain regular contact with USDA personnel in their areas, improve their understanding of USDA sponsored and assisted activities, and provide appropriate assistance as well as information about Mission objectives and activities. They will also keep the Ambassador and other interested parties in the Embassy informed of the other USDA activities in the host country, as appropriate.

Attachment

A handwritten signature in dark ink, appearing to read "B. B. B. B.", is written over the printed title "Secretary of Agriculture". The signature is stylized and cursive.

Secretary of Agriculture

FOREIGN AGRICULTURAL SERVICE
LIST OF OVERSEAS POSTS BY COUNTRY AND AREA

AREA I -- EUROPE (27)

NON-EC (13) - Roger Euler/AO
x72144, Rm. 5080-S

Austria, Vienna
German Democratic Republic, Berlin
Greece, Athens
Poland, Warsaw
Portugal, Lisbon
Romania, Bucharest
Spain, Madrid
Sweden, Stockholm
Switzerland, Bern
Switzerland, Geneva
Turkey, Ankara
USSR, Moscow
Yugoslavia, Belgrade

EC (14) - Robert McConnell/AO
X76083, Rm. 5080-S

Belgium, Brussels
Belgium, USEC Brussels
Denmark, Copenhagen
England, London
France, Paris
France, OECD Paris
Germany (Federal Rep. of), Bonn
Germany (Federal Rep. of), Hamburg ATO*
Ireland, Dublin
Italy, Rome
Italy, Rome (Food & Agricultural Agencies)
Italy, Milan
Netherlands, The Hague
Norway, Oslo

AREA II -- WESTERN HEMISPHERE (15)
John C. McDonald/AO, x72690, Rm. 5098-S

CARIBBEAN (1)

Dominican Republic, Santo Domingo

CENTRAL AMERICA (2)

Costa Rica, San Jose
Guatemala, Guatemala

NORTH AMERICA (2)

Canada, Ottawa
Mexico, Mexico City

SOUTH AMERICA (10)

Argentina, Buenos Aires
Brazil, Brasilia
Brazil, Rio de Janeiro
Brazil, Sao Paulo
Chile, Santiago
Colombia, Bogota
Ecuador, Quito
Peru, Lima
Uruguay, Montevideo
Venezuela, Caracas

AREA III -- NEAR EAST, SOUTH ASIA AND AFRICA (16)
Stanley W. Phillips/AO, x76472, Rm. 5088-S

NEAR EAST (6)

Bahrain, Manama ATO*
Egypt, Cairo
Iran, Tehran (Operations suspended)
Israel, Tel Aviv
Lebanon, Beirut
Syria, Damascus

SOUTH ASIA (4)

Bangladesh, Dacca
India, Bombay
India, New Delhi
Pakistan, Islamabad

AFRICA (6)

Ivory Coast, Abidjan
Kenya, Nairobi
Morocco, Rabat
Nigeria, Lagos
South Africa, Pretoria
Zaire, Kinshasa

AREA IV -- EAST ASIA AND PACIFIC (12)
Cline J. Warren/AO, x77053, Rm. 5098-S

EAST ASIA (10)

China, Beijing
Hong Kong
Indonesia, Jakarta
Japan, Tokyo
Korea, Seoul
Malaysia, Kuala Lumpur
Philippines, Manila
Singapore, Singapore ATO *

EAST ASIA - Cont'd

Taiwan, Taipei/ATT
Thailand, Bangkok

PACIFIC (2)

Australia, Canberra
New Zealand, Wellington

*Agricultural Trade Office only.

FOREIGN AGRICULTURAL SERVICE
LIST OF OVERSEAS POSTS BY COUNTRY AND AREA

AREA I -- EUROPE (27)

NON-EC (13) - Roger Euler/AO
x72144, Rm. 5080-S

Austria, Vienna
German Democratic Republic, Berlin
Greece, Athens
Poland, Warsaw
Portugal, Lisbon
Romania, Bucharest
Spain, Madrid
Sweden, Stockholm
Switzerland, Bern
Switzerland, Geneva
Turkey, Ankara
USSR, Moscow
Yugoslavia, Belgrade

EC (14) - Robert McConnell/AO
X76083, Rm. 5080-S

Belgium, Brussels
Belgium, USEC Brussels
Denmark, Copenhagen
England, London
France, Paris
France, OECD Paris
Germany (Federal Rep. of), Bonn
Germany (Federal Rep. of), Hamburg ATO*
Ireland, Dublin
Italy, Rome
Italy, Rome (Food & Agricultural Agencies)
Italy, Milan
Netherlands, The Hague
Norway, Oslo

AREA II -- WESTERN HEMISPHERE (15)

John C. McDonald/AO, x72690, Rm. 5098-S

CARIBBEAN (1)

Dominican Republic, Santo Domingo

CENTRAL AMERICA (2)

Costa Rica, San Jose
Guatemala, Guatemala

NORTH AMERICA (2)

Canada, Ottawa
Mexico, Mexico City

SOUTH AMERICA (10)

Argentina, Buenos Aires
Brazil, Brasilia
Brazil, Rio de Janeiro
Brazil, Sao Paulo
Chile, Santiago
Colombia, Bogota
Ecuador, Quito
Peru, Lima
Uruguay, Montevideo
Venezuela, Caracas

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Stanley W. Phillips/AO, x76472, Rm. 5088-S

NEAR EAST (6)

Bahrain, Manama ATO*
Egypt, Cairo
Iran, Tehran (Operations suspended)
Israel, Tel Aviv
Lebanon, Beirut
Syria, Damascus

AFRICA (6)

Ivory Coast, Abidjan
Kenya, Nairobi
Morocco, Rabat
Nigeria, Lagos
South Africa, Pretoria
Zaire, Kinshasa

SOUTH ASIA (4)

Bangladesh, Dacca
India, Bombay
India, New Delhi
Pakistan, Islamabad

AREA IV -- EAST ASIA AND PACIFIC (12)

Cline J. Warren/AO, x77053, Rm. 5098-S

EAST ASIA (10)

China, Beijing
Hong Kong
Indonesia, Jakarta
Japan, Tokyo
Korea, Seoul
Malaysia, Kuala Lumpur
Philippines, Manila
Singapore, Singapore ATO *

EAST ASIA - Cont'd

Taiwan, Taipei/AIT
Thailand, Bangkok

PACIFIC (2)

Australia, Canberra
New Zealand, Wellington

*Agricultural Trade Office only.

AREA I -- EUROPE (17)

EC (14) - European Community/EC
 1957-1958, 1959-1960

Belgium, Brussels
 France, Paris
 Germany (Federal Rep. of), Bonn
 Germany (Federal Rep. of), Hamburg ATG
 Ireland, Dublin
 Italy, Rome
 Italy, Rome (Food & Agricultural Agencies)
 Italy, Milan
 Netherlands, The Hague
 Norway, Oslo

EC (13) - European Community/EC
 1957-1958, 1959-1960

Austria, Vienna
 German Democratic Republic, Berlin
 Greece, Athens
 Iceland, Reykjavik
 Portugal, Lisbon
 Romania, Bucharest
 Spain, Madrid
 Sweden, Stockholm
 Switzerland, Bern
 Switzerland, Geneva
 Turkey, Ankara
 USSR, Moscow
 Yugoslavia, Belgrade

AREA II -- WESTERN HEMISPHERE (12)

John C. McManus/JO, 1957-1960

SOUTH AMERICA (10)
 Argentina, Buenos Aires
 Brazil, Brasilia
 Brazil, Rio de Janeiro
 Brazil, Sao Paulo
 Chile, Santiago
 Colombia, Bogota
 Ecuador, Quito
 Peru, Lima
 Uruguay, Montevideo
 Venezuela, Caracas

WESTERN HEMISPHERE (1)
 Mexican Republic, Santo Domingo

CENTRAL AMERICA (2)
 Costa Rica, San Jose
 Guatemala, Guatemala

WEST AMERICA (2)
 Canada, Ottawa
 Mexico, Mexico City

AREA III -- EAST ASIA AND PACIFIC (16)

Stanley N. Phillips/ST, 1957-1960

AFRICA (1)
 Ivory Coast, Abidjan
 Kenya, Nairobi
 Morocco, Rabat
 Nigeria, Lagos
 South Africa, Pretoria
 Sudan, Khartoum

WEST EAST (6)
 Egypt, Cairo
 Iran, Tehran (Operations suspended)
 Israel, Tel Aviv
 Jordan, Amman
 Syria, Damascus

SOUTH ASIA (4)
 Bangladesh, Dhaka
 India, Bombay
 Pakistan, Islamabad
 Sri Lanka, Colombo

AREA IV -- EAST ASIA AND PACIFIC (12)

Clare J. Wainwright/CJ, 1957-1960

EAST ASIA - CONTA
 China, Peking
 Hong Kong
 Japan, Tokyo
 Korea, Seoul
 Philippines, Manila
 Taiwan, Taipei

EAST ASIA (10)
 China, Peking
 Hong Kong
 Indonesia, Jakarta
 Japan, Tokyo
 Korea, Seoul
 Malaysia, Kuala Lumpur
 Philippines, Manila
 Singapore, Singapore
 Taiwan, Taipei

Agricultural Trade Office only

UNITED STATES DEPARTMENT OF AGRICULTURE

OF THE SECRETARY

WASHINGTON, D. C. 20250

CHF AG HIST BR
NED ESCS USDA
ROOM 140 GHI BLDG

March 7, 1980

SECRETARY'S MEMORANDUM NO. 2009

Performance Review Boards

The Civil Service Reform Act of 1978 gives me the final responsibility for appraising the performance of Departmental executives in the Senior Executive Service (SES). The Act requires that Performance Review Boards (PRB) review and consider the initial supervisory appraisal of each senior executive and the response, if any, by that executive to the initial appraisal and such other information as the Boards deem necessary. In addition to meeting the requirements of the Act, these Boards will review narrative summaries of performance, consider the comments of the reviewing official and recommend the final scale and adjective rating for the performance of senior executives. Performance Review Boards will also assign position coefficients, which are measuring factors of risk and difficulty for each senior executive position. Finally, they will make recommendations to me concerning retention, rewards, rank, or removal of individual senior executives.

To perform these functions, I am establishing the Secretary's Performance Review Board and a series of program Performance Review Boards as follows:

Office of the Secretary and Administration
Economics, Policy Analysis and Budget
Food and Consumer Services
Rural Development
Marketing and Transportation Services
International Affairs and Commodity Programs
Natural Resources and Environment
Science and Education

All Performance Review Boards will be made up of a minimum of eight voting members and a representative from the Office of Personnel. The composition of each Board will be determined by the Secretary. A quorum will consist of four voting members and the representative from the Office of Personnel. The names of individuals appointed to these Boards will be published in advance in the Federal Register, and will be identified by position in the procedures for Performance Review Boards. More than one-half of the Board members will be career employees when reviewing performance of career senior executives.

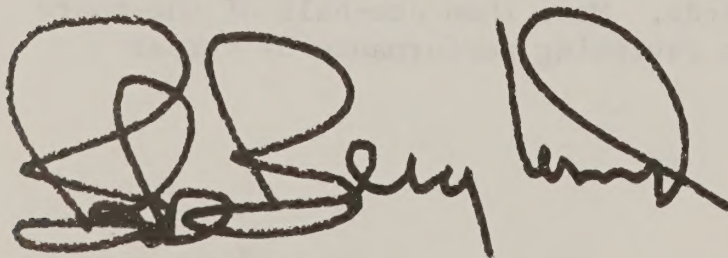
The Secretary's Performance Review Board will monitor the assignment of position coefficients by program Boards. Also, it will review performance appraisals and make recommendations concerning the performance of General Officers, Agency Heads, and Departmental staff directors in the SES. The Deputy Secretary will chair the Secretary's Performance Review Board. Membership will include the General Officers (except for the Judicial Officer), one or more career SES executives in the Department and one or more career SES executives in other Federal agencies. The Director of Personnel will serve as Executive Secretary.

Membership of the program Performance Review Board for the Office of the Secretary and Administration will include the Deputy Secretary as chairperson; the Assistant Secretaries for Administration and for Governmental and Public Affairs; the General Counsel; the Inspector General; and the Directors of the Office of Equal Opportunity, Personnel, and Operations and Finance, and a representative from the Office of Personnel.

Membership of the other program Performance Review Boards will be as follows: the Deputy Assistant Secretaries; the Deputy Under Secretary for International Affairs; the Deputy Director of Economics, Policy Analysis and Budget; and the Director of Science and Education will chair the Boards for their respective program areas. Members will be one or more Agency Heads, one or more executives from related program areas, and can include one or more career SES executives of other Federal departments and agencies, and a representative from the Office of Personnel.

The activities of all Performance Review Boards will be conducted in such a manner as to assure consistency, stability, and objectivity in performance appraisal and will be carried out in coordination with the Departmental Executive Resources Boards established by Secretary's Memorandum No. 1626, Revised. In this connection, no member of a Board may recommend the final scale and/or adjective rating for his or her position; nor recommend a position coefficient, reward, or any other action with respect to his or her position.

The Civil Service Reform Act Implementation Group in the Office of Personnel will provide administrative support to the Boards. Departmental agencies will provide financial support for this group, as needed, to effectively carry out the responsibilities of the Boards.

A handwritten signature in dark ink, appearing to read "S. Bergland", is written over a faint, circular official stamp.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

D. C. 20250

CHIEF AG HIST BR
NED ESCS USDA
ROOM 140 GHI BLDG

March 11, 1980

SECRETARY'S MEMORANDUM NO. 2010

SPECIAL EMPHASIS PROGRAMS: MINORITY BUSINESS ENTERPRISE AND FIRMS LOCATED
IN LABOR SURPLUS AREAS

In a memorandum addressed to Heads of Departments and Agencies dated January 13, 1980, President Carter reaffirmed his commitment to increase Federal procurements from minority-owned businesses and to increase substantially the amount of Federal procurement in labor surplus areas. The goal he had established in 1977 for tripling the level of Federal procurements from minority-owned businesses by the end of FY 1979 was not achieved. Although this Department exceeded its goal of \$38.1 million by awarding \$62.0 million to minority-owned businesses during fiscal years 1978-79 and our Labor Surplus Area (LSA) goals were also surpassed during fiscal year 1979, I want to stress the President's commitment and my own that our FY 1980 goals be met.

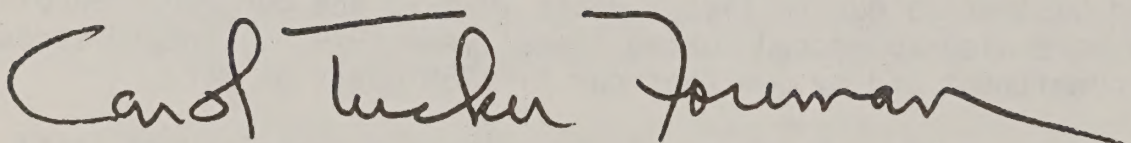
Accordingly, I am directing the heads of all Departmental agencies and staff offices to take the following actions to assure our best efforts in meeting these FY 1980 goals:

- Familiarize all key officials with the FY 1980 procurement goals and ensure all are aware of plans to reach these goals.
- Advise all procurement officials of the President's and my own interest in this program, and take every necessary and appropriate step to reach the goals.
- Ensure that no contract covered by the provisions of the subcontracting clause of Public Law 95-507 is awarded which does not include a subcontracting plan when one is required.
- All key procurement and program managers in this Department should be made aware of the short and long-range economic benefits to be derived from support of these programs.
- Include, when appropriate, achievement of procurement goals as a performance objective for evaluating employee performance in the Senior Executive Service System and the Merit Pay System. This objective should be a critical element in the evaluation of procurement and related program officials.

This Department's minority-owned procurement goal for FY 1980 is \$44 million and our LSA goal is \$77.5 million. We have an aggressive plan outlined for the 1980's, and I look forward to your full cooperation. The Office of Small and Disadvantaged Business Utilization, established on June 26, 1979,

by Secretary's Memorandum No. 1992, will be available to assist in the attainment of these goals.

This memorandum supersedes Secretary's Memorandum No. 1954, dated August 23, 1978.

A handwritten signature in black ink, reading "Carol Tucker Foreman". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

CHF AG HIST BR
NED ESCS USDA
ROOM 140 GHI BLDG

March 13, 1980

SECRETARY'S MEMORANDUM NO. 2011

Foreign Travel to Overburdened Posts

1. Background: In his memorandum of September 25, 1979 to Heads of Executive Departments and Agencies, the President emphasized the need to reduce official travel abroad. The President said:

One of the major workload factors at some posts is the large number of official visitors who require assistance from our employees stationed overseas. In order to reduce the workload and number of employees abroad, we need to hold the number of official visits to the necessary minimum. Accordingly, I am directing all senior civilian and military executives to make a special effort to insure that overseas trips are absolutely necessary. Furthermore, I am asking the Department of State, in addition to already existing requirements for clearing foreign travel at the Assistant Secretary level and above, to establish a system for minimizing official travel at all levels to posts which are from time to time especially overburdened.

2. Notification of Foreign Travel: The Foreign Agricultural Service (FAS) has been assigned responsibility for implementing the President's request in USDA. The Department of State has identified 33 foreign service posts which receive visits from an extraordinarily large number of United States Government officials (see Attachment A). Effective immediately, proposals for official travel to these posts by all employees of the Executive Branch should be submitted to the Department of State for coordination. The State Department's objective is to ensure that such travel is necessary and planned and timed in the best interests of the USDA, of the post concerned, and of our overall foreign policy.

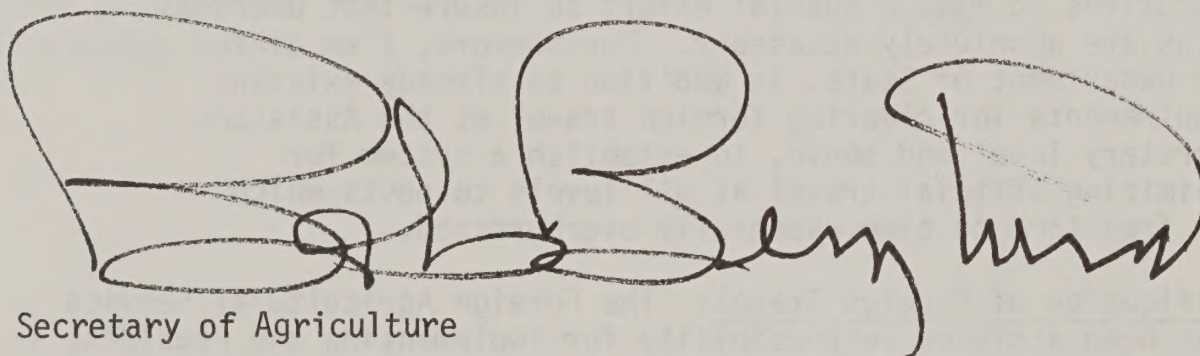
The Department of State has several exemptions to their notification requirements. They are quoted below:

You should know that exemptions to our notification requirements have been made for agencies which have travel only from field offices (not Washington headquarters), travel that is made on very short notice, that involves strictly operational issues which have no foreign policy content and which will not require any Foreign Service post services.

3. Procedure: Requests to travel to the 33 listed posts (plus Taiwan) must be submitted in writing, using the format of Attachment B, to the Assistant Administrator, Agricultural Attaches, Foreign Agricultural Service, Room 5092-South, USDA, 14th and Independence Avenue, S.W., Washington, D.C. 20250. The request should arrive in FAS/Washington three weeks prior to the proposed date of departure. FAS/Washington will coordinate the request with the Department of State and notify the requestor of the result.

If, under extraordinary circumstances, there is not sufficient time to meet this deadline, please furnish the required information by telephone to the Assistant Administrator, Agricultural Attaches' office, at (202) 447-6138.

This Secretary's Memorandum does not supersede any provisions of 7 AR 555 through 7 AR 758, as amended, 5/7/76 and 7/7/78. Also travel clearance procedures for certain Middle East countries remain the same as announced earlier (see Attachment C).

A large, stylized handwritten signature in black ink, likely belonging to Earl Butte, Secretary of Agriculture. The signature is fluid and cursive, with a large initial 'E' and a long, sweeping tail.

Secretary of Agriculture

List of Travel-Intensive Posts For Which Notification
Of All Executive Branch USG Official Travel Is Required

<u>POST</u>	<u>COUNTRY</u>
Abidjan (Embassy)	Ivory Coast
Amman (Embassy)	Jordan
Bangkok (Embassy)	Thailand
Beijing (Embassy)	China
Belgrade (Embassy)	Yugoslavia
Bogota (Embassy)	Colombia
Bonn (Embassy)	Federal Republic of Germany
Brasilia (Embassy)	Brazil
Brussels (Embassy)	Belgium
Cairo (Embassy)	Egypt
Caracas (Embassy)	Venezuela
Dakar (Embassy)	Senegal
Dublin (Embassy)	Ireland
Geneva (US Mission)	Switzerland
Hong Kong (Consulate General)	Hong Kong
Jerusalem (Consulate General)	
Jidda (Embassy)	Saudi Arabia
Khartoum (Embassy)	Sudan
London (Embassy)	Great Britain
Madrid (Embassy)	Spain
Mexico (Embassy)	Mexico
Moscow (Embassy)	USSR
Nairobi (Embassy)	Kenya
Ottawa (Embassy)	Canada
Panama (Embassy)	Panama
Paris (Embassy)	France
Pretoria (Embassy)	South Africa
Rio de Janiero (Consulate General)	Brazil
Rome (Embassy)	Italy
Sao Paulo (Consulate General)	Brazil
Tel Aviv (Embassy)	Israel
Tokyo (Embassy)	Japan
Warsaw (Embassy)	Poland

1. The purpose of this list is to provide a comprehensive overview of the various countries and territories that are currently under U.S. military control or influence. This list is intended to be used as a reference for the U.S. military and its allies, and it is not intended to be a definitive list of all countries and territories in the world.

COUNTRY	PORT
Afghanistan (Embassy)	Kabul (Embassy)
Albania (Embassy)	Tirana (Embassy)
Algeria (Embassy)	Algiers (Embassy)
Angola (Embassy)	Luanda (Embassy)
Argentina (Embassy)	Buenos Aires (Embassy)
Armenia (Embassy)	Yerevan (Embassy)
Australia (Embassy)	Canberra (Embassy)
Austria (Embassy)	Vienna (Embassy)
Azerbaijan (Embassy)	Baku (Embassy)
Bahrain (Embassy)	Manama (Embassy)
Bangladesh (Embassy)	Dhaka (Embassy)
Barbados (Embassy)	Bridgetown (Embassy)
Belarus (Embassy)	Minsk (Embassy)
Belgium (Embassy)	Brussels (Embassy)
Belize (Embassy)	Belmopan (Embassy)
Benin (Embassy)	Cotonou (Embassy)
Bhutan (Embassy)	Thimphu (Embassy)
Bolivia (Embassy)	La Paz (Embassy)
Bosnia and Herzegovina (Embassy)	Sarajevo (Embassy)
Botswana (Embassy)	Gaborone (Embassy)
Brazil (Embassy)	Brasilia (Embassy)
Bulgaria (Embassy)	Sofia (Embassy)
Burkina Faso (Embassy)	Ouagadougou (Embassy)
Burundi (Embassy)	Bujumbura (Embassy)
Cambodia (Embassy)	Phnom Penh (Embassy)
Cameroon (Embassy)	Yaounde (Embassy)
Canada (Embassy)	Ottawa (Embassy)
Cape Verde (Embassy)	Praia (Embassy)
Cayman Islands (Embassy)	George Town (Embassy)
Central African Republic (Embassy)	Bangui (Embassy)
Chad (Embassy)	N'Djamena (Embassy)
Chile (Embassy)	Santiago (Embassy)
China (Embassy)	Beijing (Embassy)
Colombia (Embassy)	Bogota (Embassy)
Comoros (Embassy)	Moroni (Embassy)
Congo (Embassy)	Brazzaville (Embassy)
Congo (Kinshasa) (Embassy)	Kinshasa (Embassy)

ATTACHMENT B

Date _____

TO: (Leave Blank)

FROM: (Leave Blank)

SUBJECT: Notification of Foreign Travel

Traveler's Name, Title, USDA Agency, Telephone Number and Address:

Inclusive Dates of Travel:

Cities/Countries to be Visited:

Purpose of Trip:

Anticipated Contact with Foreign Officials:

Date _____

TO: (Leave Blank)

ATTN: (Leave Blank)

_____ The Department of State has no objection to this travel.

_____ Remarks:

Date _____

TO: (Leave Blank)

FROM: (Leave Blank)

SUBJECT: Notification of Foreign Travel

Traveler's Name, Title, USA Agency, Telephone Number and Address

Inclusive Dates of Travel

Office/Component to be Notified

Purpose of Trip

Anticipated Contact with Foreign Official

Date _____

TO: (Leave Blank)

ATTN: (Leave Blank)

The Department of State has no objection to this travel.

Remarks: _____

S/S 7921829



DEPARTMENT OF STATE

Washington, D.C. 20520

UNCLASSIFIED

December 1, 1979

MEMORANDUM FOR ALL DEPARTMENT AND AGENCY
EXECUTIVE SECRETARIATS

Subject: Official Travel to Certain Middle East Countries

On November 26th the Department of State issued a formal travel advisory alerting American citizens to the situation in the Middle East and advising that only essential travel be undertaken to the following countries: Afghanistan, Bahrain, Bangladesh, Iran, Iraq, Kuwait, Lebanon, Lybia, Oman, Pakistan, Qatar, Syria, United Arab Emirates and the Yemen Arab Republic. Given the present situation in Iran and elsewhere in the Middle East, it is clear that official travel in the area by U.S. Government personnel should also be kept to a minimum.

Until further notice, the long-standing procedure regarding foreign travel requests for Assistant Secretaries and above and their equivalents will be in effect for all U.S. Government personnel. Accordingly, requests for official travel to the above countries by employees of your agency or department should be submitted to the Executive Secretary of the Department, using the standard form, a copy of which is attached.

We will appreciate your cooperation in insuring that only essential travel is considered.

A handwritten signature in dark ink, appearing to read "Peter Tarnoff", written over a series of vertical lines.

Peter Tarnoff
Executive Secretary

Attachment:
As stated.

WAS 7011612

DEPARTMENT OF STATE

WASHINGTON, D.C. 20520



December 1, 1978

UNCLASSIFIED

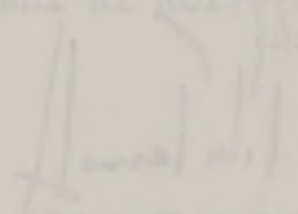
MEMORANDUM FOR THE DEPARTMENT AND AGENCY
EXECUTIVE SECRETARIAT

Subject: Official Travel to Certain Middle East Countries

On November 16th the Department of State issued a
travel advisory listing American citizens as
the situation in the Middle East and advising that only
essential travel is authorized to the following countries:
Afghanistan, Bahrain, Bangladesh, Iraq, Iran, Kuwait,
Lebanon, Libya, Oman, Pakistan, Qatar, Saudi Arab,
Syria and the United Arab Emirates. Since the present
situation in Iran and elsewhere in the Middle East, it is
clear that official travel in the area by U.S. Government
personnel should also be kept to a minimum.

For all further notice, the long-standing procedure
regarding foreign travel requests for Assistant Secretaries
and above and their immediate families will be in effect for all
U.S. Government personnel. Accordingly, requests for
official travel to the above countries by employees of
your agency or department should be referred to the
Executive Secretary of the Department, using the standard
form, a copy of which is attached.

We will appreciate your cooperation in insuring that
only essential travel is considered.


Peter Tarnoff
Executive Secretary

Attachment:
As stated.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

March 20, 1980

SECRETARY'S MEMORANDUM NO. 2012

Limitation on Federal Civilian Hiring

On March 14, 1980 the President announced a series of actions to implement his anti-inflation program. These actions include a limitation on Executive Branch hiring. The President's announcement states:

"The limitation on Executive Branch hiring will take effect immediately and its duration is indefinite. Agencies are restricted in filling full-time permanent positions to no more than 50 percent of vacancies that occur after February 29, 1980. Vacancies that existed prior to that date may be filled, but only by using the allowed 50 percent of vacancies occurring after February 29."

This memorandum provides guidance to implement the limitation ordered by the President and OMB Bulletin No. 80-7, dated March 17, 1980. It should be noted that the guidelines stated in this memorandum are somewhat more restrictive than those in the Presidential order. This is necessary until specific data on hirings and vacancies during March becomes available. At that time, the need to continue such restrictive guidelines will be reconsidered.

USDA agencies will establish controls to limit the number of appointments to full-time permanent positions to not more than 40 percent of the number of their vacancies occurring after February 29, 1980. A vacancy in existence as of February 29, 1980 can only be filled by use of one of the permitted appointments resulting from new vacancies (i.e., - from the 40 percent of the number of vacancies occurring after February 29, 1980). This will permit the accrual of one position for each ten vacancies that occur within the Department in a pool of vacancies which will then be used to meet the most critical needs of the Department, where the partial hiring policy is keeping an agency from carrying out its assigned mission.

Except for the exemptions listed below, this limitation applies to all new hires and to transfers of personnel between agencies and/or staff offices within this Department and with other Executive Branch Agencies. The limitation is effective immediately and will remain in effect until further notice.

PERSONNEL 7

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

MAR 20 1980

[Faint, mostly illegible text body consisting of several paragraphs.]

Where necessary, Assistant Secretaries may make personnel reallocations within their agencies to meet highest priority needs and to assure that vital and basic services are not interrupted. As much of the impact as possible should be absorbed in the support and overhead operations of each agency.

The following methods will not be used to alleviate the effect of this limitation: (1) contracting with firms and institutions outside the Government, and (2) hiring of temporary personnel as a substitute for full-time permanent employees.

To preserve the continuity of the Department's operations, the following exemptions to the limitation on hiring are permitted:

- a. With the approval of the Secretary, hiring necessitated by emergency situations involving the safety of human life and the protection of property;
- b. Filling of positions under programs that are presently exempt from employment ceilings;
- c. Hiring in accordance with firm commitments made in writing by agency personnel officers, prior to March 1, 1980;
- d. Reassignments of personnel within an agency or staff office of the Department;
- e. Appointments to Executive Level positions. (This does not include positions in the senior executive service);
- f. Shifting of employees from or into the Department because of a transfer of functions resulting from Presidential reorganization action.

In a very limited number of cases, additional exemptions may be granted if the Office of Management and Budget (OMB) determines that such action is necessary to preserve the continuity of Government, and assure that essential services are provided and that fundamental needs and requirements of law are met. Where an agency head believes that circumstances in an agency warrant such an exception, an appeal may be made in writing through the Assistant Secretary to me, fully justifying the need for additional personnel and explaining why intra-agency reallocation is not feasible. I will determine whether these needs can be met from the Departmental pool of vacancies or whether an appeal should be made to the Director of the Office of Management and Budget.

Questions regarding the contents of this memorandum should be addressed to the Budget Division, Office of Budget, Planning and Evaluation. The instructions in this memorandum are effective at once, and will remain in effect until canceled.

James Williams

Acting Secretary

ACTING SECRETARY

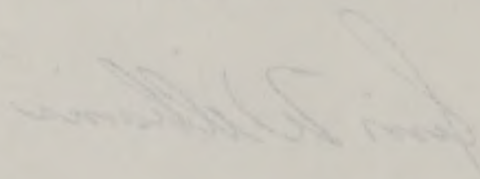
The Secretary is directed to provide immediate services under the Act to all producers and processors of agricultural products. The Secretary is to make available to all producers and processors of agricultural products the services and facilities of the Department of Agriculture. The Secretary is to make available to all producers and processors of agricultural products the services and facilities of the Department of Agriculture. The Secretary is to make available to all producers and processors of agricultural products the services and facilities of the Department of Agriculture.

In carrying out this program, the Secretary is to make available to all producers and processors of agricultural products the services and facilities of the Department of Agriculture. The Secretary is to make available to all producers and processors of agricultural products the services and facilities of the Department of Agriculture. The Secretary is to make available to all producers and processors of agricultural products the services and facilities of the Department of Agriculture.

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Acting Secretary

Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 18, 1980

SECRETARY'S MEMORANDUM NO. 2013

Flue-Cured Tobacco Advisory Committee

The Secretary of Agriculture has the responsibility for providing tobacco inspection services, under the Tobacco Inspection Act, 7 U.S.C. 511-511q, to all auction markets designated pursuant to that Act. Without said inspection services no tobacco may be sold at auction in any designated market.

In order for the Secretary to provide inspection services under the Act in a manner equitable to all producers and to promote an orderly marketing system, there is a need to obtain information from representatives of all segments of the flue-cured tobacco industry about the complex tobacco auction marketing area so that the most efficient use may be made of the limited number of competent tobacco inspectors available.

To accomplish this purpose, the Flue-Cured Tobacco Advisory Committee is hereby renewed. The committee will serve an essential public function. Renewal of the committee is in the public interest in connection with the duties imposed upon the Secretary by law.

The objective of the committee will be to aid the Secretary in making an equitable apportionment and assignment of tobacco inspectors by recommending opening dates for marketing areas within the flue-cured tobacco growing area and recommending selling schedules for the marketing areas and each warehouse therein.

The duties of the committee shall be to: 1) Select such officers from its members and establish such bylaws as it deems necessary; 2) Make recommendations to the Secretary with regard to the placement of tobacco inspectors and the scheduling of inspection services at designated markets and such other matters as it may deem advisable or which the Secretary, Administrator, Agricultural Marketing Service, or Director, Tobacco Division, Agricultural Marketing Service may request; 3) Accept from any tobacco producer, trade or business organization or Government agency such information pertinent to the efficient placement of inspectors and inspection scheduling as may be offered or requested and to consider the same in making its recommendations.

COMMITTEES *(Flue Cured Tobacco Advisory)*

The committee shall report to the Director, Tobacco Division, Agricultural Marketing Service. Membership requirements are contained in program regulations (7 CFR 29.9403) and provide for a balanced membership representing all segments of the flue-cured tobacco industry. The committee shall consist of 37 members -- 20 producers, 9 warehousemen, and 8 buyers. To the extent practicable, ethnic, racial, and sexual balance will also be sought within the above committee composition requirements. Committee members and alternates will be appointed by the Secretary.

The committee will meet an estimated seven times each year in preparation for and throughout the marketing season for flue-cured tobacco. Pursuant to Sections 10(e) and (f) of Public Law 92-463, an employee of the Tobacco Division, Agricultural Marketing Service, shall represent the Department of Agriculture at each meeting and shall perform the duties and responsibilities set forth in such law.

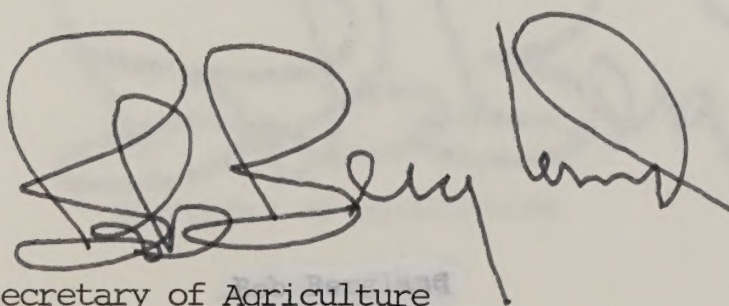
The organization having primary responsibility for the operation of this committee and for providing operating costs and staff support is the Tobacco Division, Agricultural Marketing Service.

Federal costs associated with the operation and support of this committee are estimated at \$13,000 annually. Of this amount \$8,500 covers travel expenses, including per diem expenses incurred by advisory committee members, and Department employees. Federal staff support is estimated at 0.2 man-years representing \$4,500 in annual costs. In addition, committee members and consultants, or their employers, will pay an estimated \$5,000 annually over and above those costs reimbursed by the Federal Agency. The estimate of annual operating costs includes all private and public funds to be spent by, or on behalf of, the committee.

The duties of the committee cannot reasonably be completed in less than 2 years. The committee shall terminate 2 years from the date of this Memorandum unless a determination is made, not more than 60 days prior to that date, that its continued existence is in the public interest.

This Memorandum also serves as the charter for the Flue-Cured Tobacco Advisory Committee.

Secretary's Memorandum No. 1942, dated April 4, 1978, is hereby superseded.



Secretary of Agriculture

The Committee shall report to the Director, Tobacco Division, Agricultural Marketing Service. Membership shall be composed of representatives of the tobacco industry (7 CFR 12.940) and growers (7 CFR 12.941) and shall include all segments of the tobacco industry. The Committee shall consist of 25 members -- 10 producers, 5 manufacturers, and 10 others. To the extent practicable, ethnic, racial, and sexual balance will also be sought within the above Committee composition requirements. Committee members and alternates will be appointed by the Secretary.

The Committee will meet an estimated seven times each year in preparation for and throughout the marketing season for flue-cured tobacco. Meetings shall be held at the Secretary's office (2) or Public Law 92-143, as amended, the Department of Agriculture at each meeting and shall perform the duties and responsibilities set forth in such law.

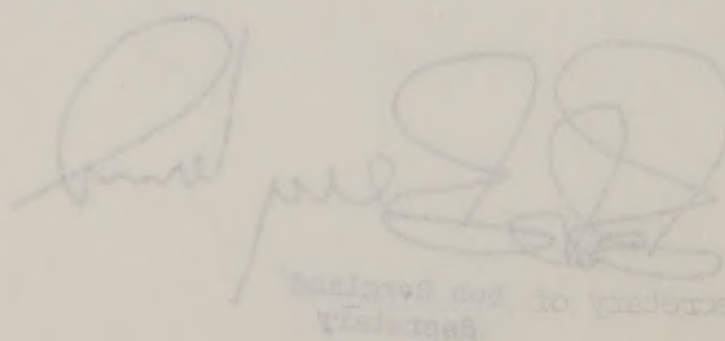
The organization having primary responsibility for the operation of this committee and for providing operating costs and staff support is the Tobacco Division, Agricultural Marketing Service.

Federal costs associated with the operation and support of this committee are estimated at \$15,000 annually. Of this amount \$5,500 covers travel expenses, including per diem expenses incurred by advisory committee members, and Department employees. Federal staff support is estimated at 0.5 man-years representing \$4,500 in annual costs. In addition, committee members and consultants, or their employees, will pay an estimated \$2,000 annually over and above those costs reimbursed by the Federal Agency. The estimate of annual operating costs includes all salaries and public funds to be spent by, or on behalf of, the committee.

The duties of the committee cannot reasonably be completed in less than 2 years. The committee shall terminate 2 years from the date of this Memorandum unless a determination is made, not more than 60 days prior to that date, that the continued existence is in the public interest.

This Memorandum also serves as the charter for the Flue-Cured Tobacco Advisory Committee.

Secretary's Memorandum No. 1942, dated April 4, 1978, is hereby superseded.



Secretary of Agriculture
Assistant Secretary

(ITE) (GR)

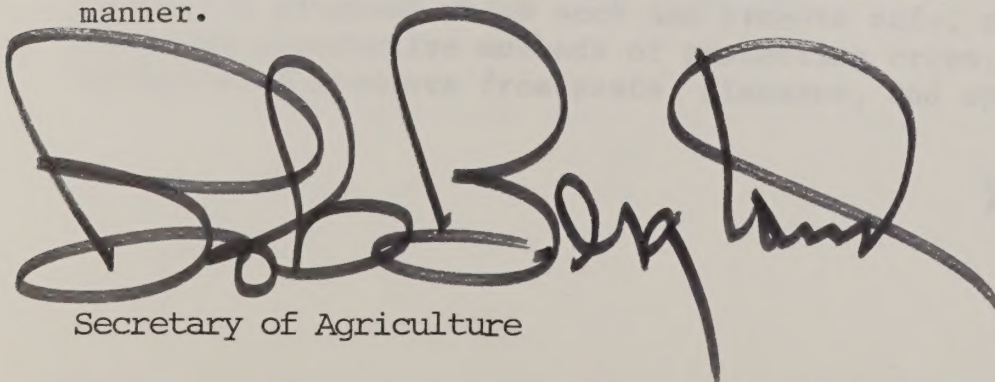
UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 24, 1980

SECRETARY'S MEMORANDUM NO. 2014

Interagency Cooperation within U.S. Department of Agriculture
Regarding Investigations of Price-Undercutting of Domestic
Cheese by Imported Quota Cheese

1. Purpose. Section 702 of the Trade Agreements Act of 1979 (the Act) provides that the Secretary of Agriculture must determine, within 30 days of receipt of a complaint alleging price-undercutting, whether a subsidized article of imported quota cheese is being sold at a price below that of a similar domestic cheese. This memorandum provides for the cooperation of the various agencies of USDA with the Foreign Agricultural Service (FAS), in the conduct of investigations concerning any alleged price-undercutting.
2. Investigative Procedures. FAS has the primary responsibility for undertaking price-undercutting investigations and the Administrator of FAS has designated the Director, Dairy, Livestock and Poultry Division, FAS, as the "Investigating Authority." Other USDA agencies, notably the Agricultural Marketing Service, the Food Safety and Quality Service and the Economics, Statistics and Cooperatives Service, within their areas of responsibility, shall perform such research and/or tests and supply such data as may be requested by the Investigating Authority for the completion of such investigations which will assist me in making my determinations concerning any alleged price-undercutting, within the time prescribed by the Act. As the Investigating Authority must submit its report to me within 25 days, all agencies who will assist the investigation must be prepared to submit their data to the Investigating Authority in a timely manner.



Secretary of Agriculture

DAIRY PRODUCTS 3



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 24 1980

SECRETARY'S MEMORANDUM NO. 5014

Interagency Cooperation With U.S. Department of Agriculture
Regarding Investigations of Price-Undertaking of Domestic
Cheese by Imported Swiss Cheese

1. Purpose. Section 751 of the Trade Agreements Act of 1973 (the Act) provides that the Secretary of Agriculture must determine, within 90 days of receipt of a complaint alleging price-undertaking, whether a substantial number of imported goods are being sold at a price below that of a similar domestic cheese. This memorandum provides for the cooperation of the various agencies of USDA with the Foreign Agricultural Service (FAS) in the conduct of investigations concerning any alleged price-undertaking.

2. Investigative Procedures. FAS has the primary responsibility for undertaking price-undertaking investigations and the Administrator of FAS has designated the Director, Dairy, Livestock and Poultry Division, as the "Investigating Authority." Under USDA agencies, namely, the Agricultural Marketing Service, the Food Safety and Inspection Service and the Economic, Statistical and Cooperative Service, within their areas of responsibility, shall perform such research and/or tests and supply such data as may be requested by the Investigating Authority for the completion of such investigations which will assist in making any determinations concerning any alleged price-undertaking, within the time prescribed by the Act. As the Investigating Authority must submit its report to the Administrator within 90 days of receipt of the investigation, the investigation must be completed to submit their data to the Investigating Authority in a timely manner.


Secretary of Agriculture

UNIT PRODUCE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

CHIEF AG HIST BR
NED ESCS USDA
ROOM 140 GHI BLDG

May 5, 1980

SECRETARY'S MEMORANDUM NO. 2015

USDA POLICY ON CARCINOGENS

Cancer is a major national public health problem, both in terms of the lives it claims and the health costs associated with the disease. One in four adult Americans can be expected to develop cancer in his or her lifetime. While some advances are being made in treating cancer, it is clear that there also must be a major national effort directed at prevention. With present knowledge, this can be done only by preventing the exposure of people to cancer-causing agents. There is substantial evidence that environmental factors, including substances in food, air, drinking water, and tobacco smoke, are among the causes of cancer.

The U. S. Department of Agriculture (USDA) has a major role to play in the national effort to reduce cancer incidence by preventing or minimizing exposure to cancer-causing agents. This role is unique, because it derives from two distant, equally important, legally mandated responsibilities of USDA: (1) A prime responsibility in the Federal Government for assuring the American people an adequate and nutritious supply of food and an ample, quality supply of fiber and (2) the responsibility to monitor and regulate certain agricultural products for the purpose of reducing or eliminating the presence of cancer-causing substances.

I. USDA's Responsibility to the Agricultural Community

The authority for regulating the use of chemicals in agricultural production is shared by several agencies who must act in accordance with their legal mandates and according to accepted scientific principles. USDA has the responsibility for:

- Conducting research, education, information, and animal and plant protection programs which seek and promote safe, practical, economic, and effective alternative methods of protecting crops, forests, livestock, and agricultural products from pests, diseases, and spoilage.

- Developing and presenting evidence to other Federal agencies on the availability of alternative practices and on the benefits of agricultural and forestry practices (including use of chemicals) which have been identified as having cancer risk.

- Actively minimizing any adverse effect that the regulation of carcinogens may have on American agriculture.

- Informing the agricultural community of scientific principles of cancer risk assessment that form the basis for Federal regulatory policy.

- Advising agricultural producers and others not to rely on practices that may prove to be unacceptable under present scientific knowledge and present laws and regulations.

- Providing liaison within and outside the Federal Government to organizations concerned with carcinogens and agriculture.

II. USDA's Public Health Responsibility

USDA's public health responsibility clearly must complement and support the activities of the Environmental Protection Agency (EPA) and the Food and Drug Administration (FDA). USDA is responsible for:

- Monitoring meat, poultry, and egg products for the presence of cancer-causing substances and, in cooperation with FDA, eliminating cancer-causing substances in meat, poultry, and egg products.

- Developing, utilizing, and providing data on exposure of agricultural workers to carcinogens.

- Providing the employees safety from carcinogenic hazards which are associated with occupational exposure.

- Conducting research and maintaining technical expertise in risk, benefit, and exposure assessment.

If USDA, FDA, and EPA are to carry out their shared responsibilities in an effective, cooperative fashion, it is essential that they agree on common principles for identifying carcinogenic substances. Within the Interagency Regulatory Liaison Group (IRLG) and the National Cancer Institute, a consensus is developing on the criteria for identification of carcinogens and for assessing the risks these substances pose to the human population.

The recent document, Scientific Bases for Identification of Potential Carcinogens and Estimation of Risks, published by IRLG, describes these points of agreement. USDA supports the conclusions of this document, which forms the basis for regulating many of the chemicals used in agriculture.

III. Policy Coordination

A Departmental Carcinogen Policy Group (DCPG), with such supporting technical groups as may be needed, is established to develop recommendations for the Secretary and his staff. DCPG will recommend actions and decisions needed to implement this policy statement and to facilitate liaison and cooperation with other departments and interagency groups on carcinogens.

A. Chairperson and Executive Secretary. The Chairperson of DCPG will be the Assistant Secretary for Food and Consumer Services, who also is the USDA representative on IRLG. The chairperson will designate the executive secretary.

B. Membership. The Administrators of FSQS and APHIS, the Director of Science and Education (SEA), the Director of the Office of Environmental Quality (OEQ), and the Director of the Office of Safety and Health Management will be members. The General Counsel or a person designated by that officer will be an ex officio member.

C. Functions and Responsibilities. The DCPG will:

1. Provide information to departmental policy officials and managers about carcinogens and their assessment.

2. Serve as the policy contact and official liaison with other departments and interagency groups on matters relating to carcinogens.

3. Review issues and programs and identify options for implementing policies on carcinogens.

4. Coordinate activities of the department concerning carcinogens, including regulation, animal and plant protection programs, research and development, monitoring, data and information analysis and assessment, education and extension, technology transfer, technical assistance, and financial assistance, including grant and contract programs.

5. Ensure that appropriate utilization is made of existing regulatory and monitoring authorities of the Department and of existing knowledge about carcinogens so that the best and safest practices for handling them are used in all work conducted by or sponsored by the Department.

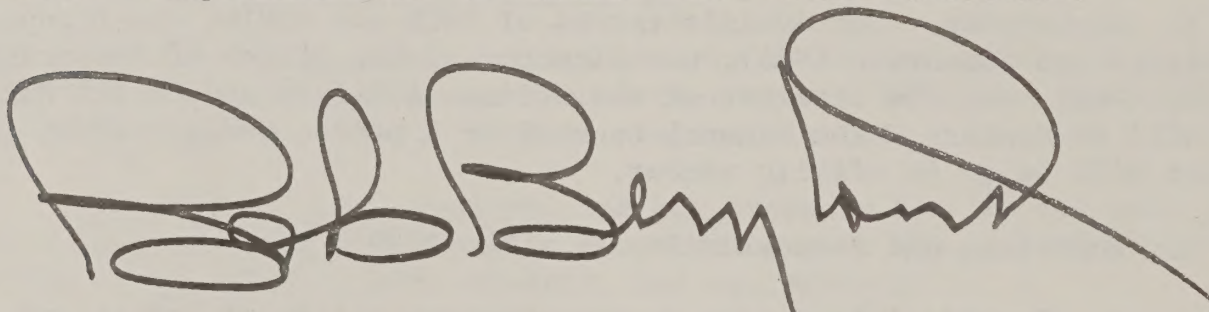
6. Develop recommendations to promote the usage of food and fiber production and utilization processes which will result in reduction of usage of carcinogens and their release into the biosphere.

7. Help USDA agencies in making correct interpretations and usage of existing laws and regulations, including the usage of USDA research, methods development, and monitoring.

8. Work with education, extension, information, and animal and plant protection programs of the Department to inform agricultural and forestry food and fiber producers and processors how best to conduct their activities for compliance with the laws and regulations governing use of toxic chemicals and monitoring for their presence.

D. Technical Work Groups. DCPG may establish technical work groups as needed to support its activities.

E. Other Toxic Substances. Based on experience with DCPG for carcinogens, consideration will be given at a later date to expanding DCPG's responsibilities to include other toxic substances.

A large, stylized handwritten signature in dark ink, appearing to read "Earl Warren". The signature is fluid and cursive, with a large loop at the end.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

June 9, 1980

SECRETARY'S MEMORANDUM NO. 2016

Technical Office

1. Purpose. This memorandum establishes, within the Department of Agriculture, a Technical Office, reporting to and under the supervision of the Administrator, Foreign Agricultural Service, pursuant to section 412(a)(2) of the Trade Agreements Act of 1979 (P.L. 96-36), hereafter referred to as the "Act."

2. Background. The Act provides the statutory framework for the implementation of U.S. obligations assumed in the Tokyo Round of Multilateral Trade Negotiations. One of the agreements concluded in those negotiations was the Agreement on Technical Barriers to Trade (hereafter referred to as the "Agreement"). The Agreement recognizes that no country should be prevented from promulgating technical regulations, such as product standards and regulations to protect human, plant or animal health, the environment or the consumer, but stipulates that such measures should not create unnecessary barriers to international trade. Governments further undertake to notify each other of proposals for new regulations and to receive comments on those proposals. Title IV of the Act implements the Agreement in the U.S.

3. Functions. Section 1-103 of Executive Order 12188 delegated to the Secretary of Agriculture (hereafter referred to as the "Secretary") the authority to prescribe the functions of the Technical Office established pursuant to section 412(a)(2) of the Act. Pursuant to that authority, the functions of the Technical Office shall be to:

- A. Receive from the National Bureau of Standards titles of notices of proposed foreign signatory government and private standards-related activities and to distribute them, as appropriate, to the technical agency 1/ concerned;
- B. Receive from the National Bureau of Standards a copy of each foreign signatory notification to the Secretariat of the General Agreement on Tariffs and Trade (GATT) of proposed central government mandatory standards and distribute them, as appropriate, to the technical agency concerned;

1/ The technical agencies include the Forest Service, Science and Education Administration, Food Safety and Quality Service, Agricultural Marketing Service, Animal Plant Health Inspection Service, Federal Grain Inspection Service, and such other Federal agencies as are involved in Agricultural Standards related activities, such as the Environmental Protection Agency and the Food and Drug Administration.

- C. Publish a notice in the Federal Register that (i) titles from foreign public notices of proposed standards-related activities, and (ii) copies of foreign notifications to the GATT Secretariat of proposed standards-related activities will be disseminated, upon request, by the Technical Office to state agencies and interested persons, as well as through contacts with appropriate trade associations, state advisors, and the private sector;
- D. Furnish the titles and notifications to all interested parties and appropriate federal agencies;
- E. Receive comments from private persons and state and federal agencies on proposed foreign signatory government mandatory standards or certification systems; and
 - (1) When comments from federal agencies, state agencies and private persons are not in conflict, transmit the comments directly to the foreign government concerned; or
 - (2) When comments from federal agencies are in conflict, attempt to obtain a unified U.S. government position; and
 - (3) When comments of state agencies and private persons are in conflict, attempt to obtain a unified U.S. position;
- F. Facilitate the transmission of comments by private persons, state agencies and federal agencies on proposed foreign voluntary standards directly to the appropriate foreign body;
- G. Arrange for bilateral discussions, as necessary, to discuss comments sent to foreign countries;
- H. Facilitate access for U.S. suppliers to national certification systems of foreign signatories and to regional certification systems in which foreign signatories are members;
- I. In cooperation with the technical agencies, prepare and disseminate to state agencies, trade associations, and private standards and certification organizations voluntary guidelines on procedures relating to the development and application of standards-related activities;
- J. Disseminate to state agencies, federal agencies, and private persons, information on the benefits and opportunities of the Agreement for the United States, including but not limited to:
 - (1) New possibilities for the U.S. government to pursue complaints about foreign standards-related activities;

- (2) Improved access for U.S. products to certification systems of foreign signatories or of which foreign signatories are members; and
- (3) New opportunities for private persons, state agencies and federal agencies to comment on proposed foreign standards-related activities;

- K. Establish and operate a procedure for responding to domestic requests for administrative assistance necessary to comply with implementation of Title IV of the Act;
- L. Facilitate initiation and development of appropriate discussions and negotiations between the United States and other signatories to the Agreement concerning the reciprocal acceptance of test results and certificates or marks of conformity;
- M. Inform, consult, and coordinate with the United States Trade Representative with respect to matters that arise as a result of implementation of the Agreement and Title IV of the Act that affect the trade policy of the United States;
- N. Carry out other responsibilities, as appropriate, in accordance with the objectives of Title IV of the Act;
- O. Promulgate such rules and regulations as are necessary to carry out the above listed functions.

4. Coordination. The functions prescribed in this Memorandum shall be exercised in coordination with the United States Trade Representative.

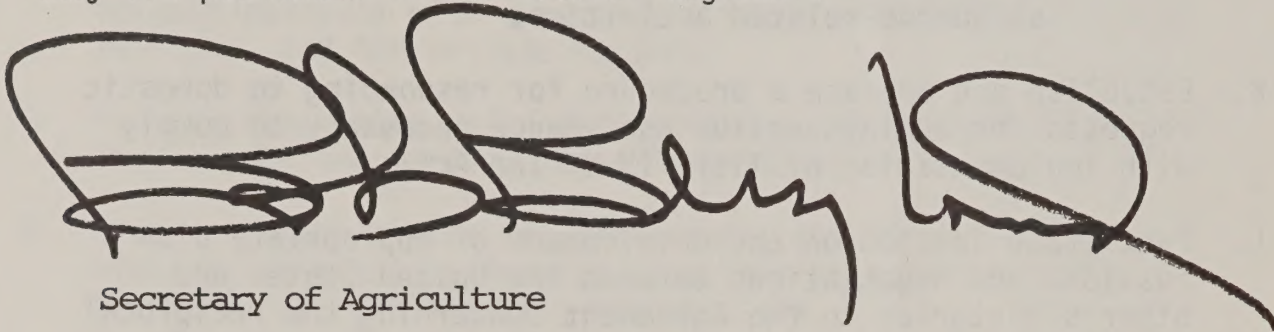
5. Assistance. The Technical Office, in carrying out its functions, may request assistance from any agency or office of the Department having the ability to supply the requested assistance.

6. Responsibilities of Other Agencies. Each agency or office of the Department which writes or administers technical regulations is responsible for assuring that its activities do not create unnecessary obstacles to the foreign trade of the United States.

7. Incidental Transfers. The Assistant Secretary for Administration and the Director of Economics, Policy Analysis and Budget are authorized to transfer such funds, records, property, and personnel as may be necessary to implement the provisions of this Memorandum.

8. Existing Directives. Prior delegations of authority, regulations, and other directives not inconsistent with the provisions of this Memorandum shall remain in effect until modified or superseded.

9. Termination. The assignment of functions made in this Memorandum shall remain in effect for 90 days or until such earlier time as they are published in the Federal Register.

A large, stylized handwritten signature in black ink, likely belonging to Earl Warren, who served as the Secretary of Agriculture. The signature is fluid and cursive, with a long horizontal stroke at the end.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

USDA ESCS NED
CHIEF AG HIST BRANCH
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June 27, 1980

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ARY'S MEMORANDUM NO. 2017

Agricultural Mechanization Research

The Secretary of Agriculture has the responsibility for developing policies relative to the use of federal funds for agricultural mechanization research. In order for the Secretary to evaluate the effect of agricultural mechanization on producers, workers, agribusinesses and the public, there is a need to obtain information from various groups and individuals as to the impact of any change in USDA's research policies.

To aid the Department in evaluating these impacts of mechanization research, there is hereby established the Task Force on Agricultural Mechanization Research. Establishment of the task force is in the public interest in connection with the duties imposed upon the Secretary by law. The duties of the task force are solely advisory. The task force will serve an essential function.

The task force will recommend criteria and procedures for objective evaluation of the economic, social, environmental and labor displacement impacts of current and future federally-funded agricultural mechanization research projects.

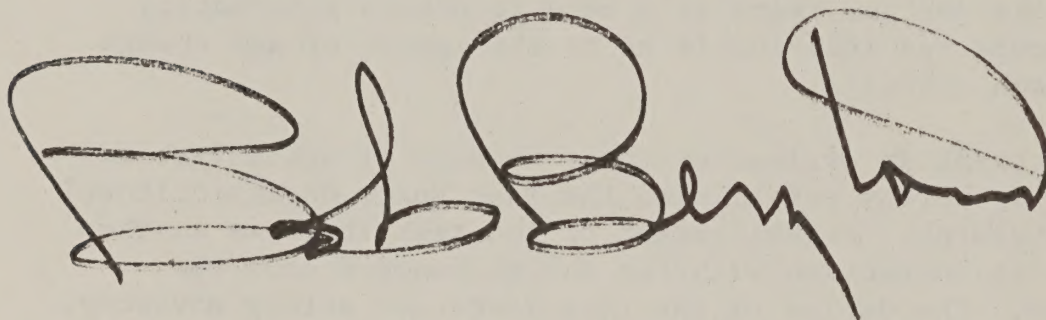
The results of the deliberations of the task force will be provided to both federal research administrators and directors of agricultural experiment stations for use as a tool in making decisions about mechanization research involving federal funds.

The task force will report to and be co-chaired by the Deputy Director, Economics, Policy Analysis and Budget, and the Deputy Director for Joint Planning and Evaluation, Science and Education Administration.

Members of the task force will be appointed by the Secretary and will be selected from the membership of the National Agricultural Research and Extension Users Advisory Board and the Joint Council on Food and Agricultural Sciences. Those selected will represent a wide spectrum of those groups affected by agricultural mechanization. Staff support will be provided by the Science and Education Administration. A representative of that agency will also serve as the Executive Secretary. To the extent practicable, the task force will have ethnic, racial and sexual balance.

It is estimated that staff support will involve approximately 1 person year at an annual cost of \$40,000. Additional federal costs are estimated at \$20,000 for travel and per diem of task force members and other federal employees at meetings of the task force. In addition, non-federal members or their employers will pay costs estimated at \$5,000. This estimate includes all private and public funds to be spent by or on behalf of the task force. The task force will meet at least twice a year.

The task force will terminate two years from the date of this memorandum unless renewed. The functions of the task force cannot reasonably be completed in less than 2 years. This Memorandum also serves as the charter for the Task Force on Agricultural Mechanization Research.

A large, stylized handwritten signature in dark ink, likely belonging to the Secretary of Agriculture mentioned in the text below.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

USDA ESCS NED
CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

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July 3, 1980

'S MEMORANDUM NO. 2018

Statement of Aquaculture Policy

1. Policy. It is the policy of the Department to develop and maintain programs for the national needs of commercial, recreational, and home-use aquaculture in proper balance with other established programs and priorities.
2. Background. The forecast is for worldwide expansion of aquaculture. In the United States, the potential for expansion is also great. A number of species are grown commercially and production is increasing significantly. Best estimates place 1978 freshwater production alone at 100,000 metric tons; 1985, at 250,000 metric tons; and the year 2000 at over 1 million.

A viable and growing aquaculture industry can (1) produce highly nutritious food for the consumer, (2) provide additional stability and diversification for American agriculture through additional jobs and increased revenue, and (3) reduce dependence on imported fish and fish products.

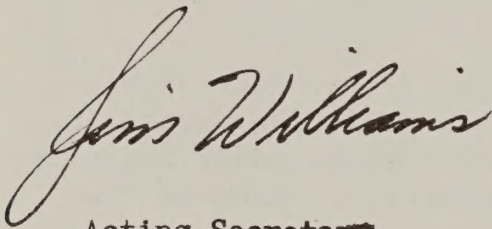
3. Actions.

- a. Aquaculture Plan. In my memorandum of October 30, 1978, I asked for an assessment of each Agency's authorities and program opportunities in aquaculture. As a consequence of the response to this request, a Departmentwide work group developed a USDA plan for aquaculture. Implementation of the USDA plan should be carried out in accordance with priorities and needs for aquaculture and other programs.
- b. Committee. To facilitate appropriate implementation of the USDA plan for aquaculture, an Aquaculture Coordination Committee is hereby established. The Committee will:
 1. Review the proposed Agency plans and budget proposals for aquaculture activities.
 2. Identify and implement opportunities for cooperative undertakings.

3. Develop priorities and recommend alternative funding levels using a zero-base approach for a coordinated Departmentwide program in aquaculture, and monitor ongoing programs.
4. Coordinate USDA activities with the activities of other Federal Agencies.

The Committee will be cochaired by the Director of Science and Education and the Assistant Secretary for Natural Resources and Environment. Committee membership will include heads of the following Agencies: AMS, APHIS, ESCS, FCIC, FmHA, FS, FSQS, REA, SCS, and SEA. The Department's Aquaculture Coordinator will serve as Executive Secretary of the Committee.

The objectives of the Committee will be achieved with ad hoc staff assistance from the participating Agencies and others as needed and with assistance from the existing Aquaculture Work Group.

A handwritten signature in cursive script, reading "Jim Williams".

Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

July 8, 1980

SECRETARY'S MEMORANDUM NO. 2019

Policy on Fish and Wildlife

1. SCOPE AND PURPOSE: America's more than 2 billion acres of crop, forest, and range lands, and associated water, provide habitat for 3,000 species of birds, mammals, fishes, reptiles, and amphibians. Fish and wildlife are important economic, esthetic, ecological, recreational, and scientific resources. They are the object of recreational hunting, fishing, trapping, and viewing and are important culturally and for subsistence purposes to Native Americans. Unusual changes in the numbers of fish and wildlife are often indicators of the general health of the environment and the quality of life for people.

The Agricultural Stabilization and Conservation Service (ASCS); Animal and Plant Health Inspection Service (APHIS); Economics, Statistics, and Cooperatives Service (ESCS); Forest Service (FS); Science and Education Administration (SEA); and Soil Conservation Service (SCS) have important fish and wildlife programs and responsibilities. Other programs of the Department affect land and water management through financial assistance. These also affect habitats and populations of fish and wildlife. Increasing competition for the use of habitats supporting fish and wildlife requires strong policies, beneficial programs, and effective actions to sustain and enhance fish and wildlife in places and numbers that will satisfy human demands.

The purposes of this Memorandum are (1) to state the goal and policies of the Department with respect to the management of fish and wildlife and their habitats and (2) to outline specific actions that will be taken to implement the policies and achieve the goal.

The term "fish and wildlife" as used in this Policy Memorandum includes birds, mammals, fishes, and all other wild vertebrate animals.

2. GOAL: The fish and wildlife goal of the Department is to develop and implement authorized program policies and actions that will support the economic, esthetic, ecological, recreational, and scientific values of fish and wildlife, improve their habitats, and insure the presence of viable diverse naturally occurring wildlife populations, while fully considering other Department missions, resources, and services. This will be accomplished through: (1) management actions on lands administered by the Department; (2) educational, technical, and financial assistance programs for private and other non-Federal lands; (3) programs to improve the status of threatened and endangered species; (4) alleviating economic losses to agricultural crops, livestock, and forest and range resources caused by vertebrate animals (birds, rodents, predators, and other mammals); (5) support and encouragement of biological controls to regulate insects, diseases, and pest vegetation; and (6) research providing the necessary technology to accomplish the foregoing.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

July 1, 1950

SECRETARY'S MEMORANDUM NO.

Subject: Wildlife Conservation

Reference is made to the

1. SCOPE AND PURPOSE - The purpose of this memorandum is to define the scope and purpose of the Wildlife Conservation Program, which is a part of the Department's overall conservation program. The program is designed to protect and preserve the Nation's wildlife resources, including birds, mammals, fish, and reptiles, and to ensure that these resources are available for the enjoyment and benefit of present and future generations. The program is also designed to protect and preserve the Nation's natural resources, including forests, parks, and other areas of natural beauty.

The Department's Wildlife Conservation Program is a part of the Department's overall conservation program, which is designed to protect and preserve the Nation's natural resources. The program is designed to protect and preserve the Nation's wildlife resources, including birds, mammals, fish, and reptiles, and to ensure that these resources are available for the enjoyment and benefit of present and future generations. The program is also designed to protect and preserve the Nation's natural resources, including forests, parks, and other areas of natural beauty.

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2. SCOPE - The scope of the Wildlife Conservation Program is to protect and preserve the Nation's wildlife resources, including birds, mammals, fish, and reptiles, and to ensure that these resources are available for the enjoyment and benefit of present and future generations. The program is also designed to protect and preserve the Nation's natural resources, including forests, parks, and other areas of natural beauty.

3. POLICY

A. Lands Administered by the Department

Federal areas administered by the Department include National Forest System lands managed by the FS, and relatively small experimental or research areas administered by SEA and SCS.

1. Forest Service - National Forest System: Land management planning and all natural resource management activities and standards for the National Forest System are guided by rules and regulations in Sections 6 and 15, 90 Stat. 2949, 2952, 2958 (16 U.S.C. 1604 and 1613), and 5 U.S.C. 301. A summary of these guidelines as they relate to fish and wildlife follow:

Fish and wildlife habitats on National Forest System lands will be managed to maintain viable populations of all existing native vertebrate species and to maintain and improve habitats of management indicator species.

All land management plans for National Forests and/or FS Regions will state the desired future condition of fish and wildlife, where possible, in terms of both animal population trends and of amount and quality of habitat. Management indicator species, vertebrate and/or invertebrate, will be identified and reasons given why they were selected. The effects of changes in vegetation type, timber age classes, community composition, rotation age, and year-long suitability of habitat related to mobility of management indicator species of wildlife will be estimated. Where appropriate, measures to mitigate adverse effects will be prescribed. Population trends of the management indicator species will be monitored and relationships to habitat changes determined.

Range condition and trend studies will estimate the actual use of key forage species by management indicator species of wildlife and will estimate the capability of rangelands to produce suitable food and cover for these management indicator species.

The effects of pest and fire management on fish and wildlife populations will be considered as well as problems of access and dispersal associated with hunting, fishing, and other visitor uses.

Specific requirements of all management practices for National Forest System lands, to be met in accomplishing goals and objectives, will protect streams, streambanks, shorelines, lakes, wetlands, and other bodies of water. Management practices also will provide for and maintain diversity of plant and animal communities to meet overall multiple-use objectives. Practices will be monitored and evaluated to assure that they protect fish, wildlife, watersheds, soils, recreation, esthetic values, and vegetation productivity. Assurance will be provided in all land management activities that fish and wildlife habitats are managed to maintain viable populations of all existing native vertebrate species and to improve habitats of selected species. This will be coordinated with appropriate State fish and wildlife agencies.

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Management prescriptions that involve vegetation manipulation of tree cover will be best suited to the multiple-use goals established for the area. Such prescriptions will provide the desired effects on wildlife and fish habitat and recreation uses. Blocks or strips cut will be shaped and blended with the natural terrain to achieve esthetic and wildlife habitat objectives to the extent practicable. In determining size limits of cuts effects on fish and wildlife habitat will be considered. Timber cuts designed to regenerate an even-aged stand of timber will be carried out in a manner consistent with the protection of fish and wildlife and other resources.

All management practices on National Forest System lands will give special attention to land and vegetation for approximately 100 feet from the edges of all perennial streams, lakes, and other bodies of water. No management practices will be permitted within the riparian vegetative zone that causes detrimental changes in water temperature or chemical composition, blockages of water courses, and deposits of sediment, or deposits of sediment that seriously and adversely affect water conditions or fish habitat. These practices are not meant to preclude or interfere with statutorily permissible activities (for example, a hydroelectric power license issued by the Federal Energy Regulatory Commission under Part I of the Federal Power Act).

The Forest Service will ensure that road construction on lands it administers fully considers the effects on fish and wildlife habitats and takes advantage of opportunities to improve or mitigate adverse effects. If land management planning, or other circumstances determine that certain roads ought to be closed to the public for purposes of protecting fish and wildlife such closures will be put into effect and enforced.

Research needs to accomplish the foregoing will be identified in the land management planning process, and will be established and budgeted at the research stations and at national levels.

2. Science and Education Administration and Soil Conservation Service: On research and experimental lands administered by SEA and SCS, consideration will be given to fish and wildlife and their habitats in developing management activities. Management alternatives that protect or improve fish and wildlife habitat on these lands will be selected when they are compatible with the primary use for which the areas were established.

All of the foregoing actions will be carried out within the framework of primary missions, goals, and authorities and will be compatible with action and research programs of SCS, SEA, and the FS.

B. Private and Other Non-Federal Lands

To the extent authorized and subject to budget constraints, agencies will provide research and technical, educational, and financial assistance to inform and encourage landowners to protect and improve fish and wildlife habitats on private and other non-Federal forest, range, and agricultural lands. They will recognize fish and wildlife as valuable products of agricultural and forestry operations on private lands and will work to develop that appreciation in private landowners and landusers.

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Within its authorities, the Department will provide leadership and will assist with the improvement of opportunities for hunting, fishing, trapping, and viewing of wildlife for recreational, economic, and ecological purposes on private lands when these activities are in keeping with the landowners' objectives and are in accordance with State, Federal, and other local laws and ordinances.

Agencies in the Department that have authority to do so will assist the States, Territories, and other Federal agencies in conducting resource inventories and evaluations on the status and potential of fish and wildlife habitat on private and other non-Federal lands. Assistance will be provided to the States in developing minimum habitat standards for designated species of fish and wildlife.

Within 12 months of the date of this memorandum, the Department will review pertinent legislation, regulations, policies, and directives and prepare an analysis of its role in fish and wildlife habitat management on private and other non-Federal lands. The analysis will include specific recommendations on need for changes in technical, educational, financial, and incentive programs to encourage the protection and improvement of fish and wildlife habitats by private landowners.

C. Threatened or Endangered Species

The Department will promote and conduct its activities and programs in a manner that will improve the status of threatened or endangered species. Objectives will be determined for threatened and endangered species that will provide for, where possible, their removal from listing as threatened and endangered. On National Forest System lands critical habitat for threatened and endangered species will be determined and measures prescribed to prevent the destruction or adverse modification of such habitat. A management concern that should be considered in FS regional and forest planning are needs to improve critical and essential habitats of threatened or endangered plant and animal species.

The Department will consult with the Secretary of the Interior or the Secretary of Commerce on activities that may affect threatened or endangered species except where counterpart regulations provide otherwise.

Agencies of the Department will take no action that is likely to jeopardize the continued existence of any threatened or endangered species or destroy or degrade their critical habitats except for situations involving conflict with animal and plant quarantine laws as provided by the Endangered Species Act of 1973 (16 U.S.C. 1540 (h)) or unless exemption is granted pursuant to subsection 7(h) of the Act. The Department will coordinate with Federal and State agencies in determining the occurrence and distribution of threatened or endangered species; describing the use, condition, trend, and location of critical habitats; prescribing and implementing management to maintain or improve these habitats; and otherwise assisting cooperating agencies or groups in carrying out recovery efforts.

The Department will enforce, to the fullest extent possible, the regulations, provisions, goals, and objectives of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) and the Convention on Nature Protection and Wildlife Preservation in the Western Hemisphere involving the importation and exportation of terrestrial plants.

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On lands administered by the Department, the responsible agencies will, in cooperation with the States, identify species whose habitats may be influenced significantly by planned management activities and define the quantity and quality of habitat required to sustain these species in viable numbers.

D. Economic Losses by Wild Animals

To the extent authorized and subject to budget constraints, agencies of the Department will develop and implement programs to alleviate damage by vertebrate animals to agricultural crops, cattle, sheep, poultry, forest and urban trees, and valuable populations of wildlife. These agencies also will implement research programs, in coordination with other institutions receiving wildlife research support, for the purpose of developing new techniques for the prevention of animal damage and for defining the ecological role of those vertebrate animals that are causing damage. Such techniques and considerations will be effectively incorporated into appropriate management and education programs.

The Department reaffirms the President's 1977 policy on predatory animals. The goal is to reduce damage from predators by preventing conflicts between predators and livestock as far as possible. When control is necessary, it will focus on the offending animals causing the problem--not the species as a whole.

On lands administered by the Department, direct predator damage control programs will be coordinated with the Department of the Interior and the States. The Department also will coordinate with Interior, and with the separate States, on predator-livestock research, extension-education programs, and on damage control activities involving birds, rodents, and mammals other than predators.

A Memorandum of Understanding will be developed with the Department of the Interior to define responsibilities, guidelines, and procedures for the two Departments and their agencies on research and action programs involving animal damage control.

In accordance with Executive Order 11987 on the introduction of exotic species, the Department will work with the Department of the Interior in development and implementation of appropriate procedures.

The Department will promote the concept of integrated pest management practices in the control of economic losses caused by vertebrate animals and plants to agricultural, forest, and range resources.

E. Implementation and Coordination

Within 12 months of the effective date of this Policy Memorandum, agencies in the Department whose programs influence fish and wildlife or their habitats will amend their programs, policies, and procedures as needed to comply with the policies of this Memorandum, to the extent permitted by their authorities. In completing this assignment, each agency will ensure compliance with the National Environmental Policy Act.

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The Department will promote the concept of integrated pest management practices in the control of economic losses caused by vertebrate animals and plants to agricultural, forest, and range resources.

E. Implementation and Coordination

Within 15 months of the effective date of this Policy Memorandum, agencies of the Department whose programs influence fish and wildlife or their habitats will amend their program, policies, and procedures as needed to comply with the policies of this Memorandum, to the extent permitted by their authorities. In completing this assignment, each agency will ensure compliance with the National Environmental Policy Act.

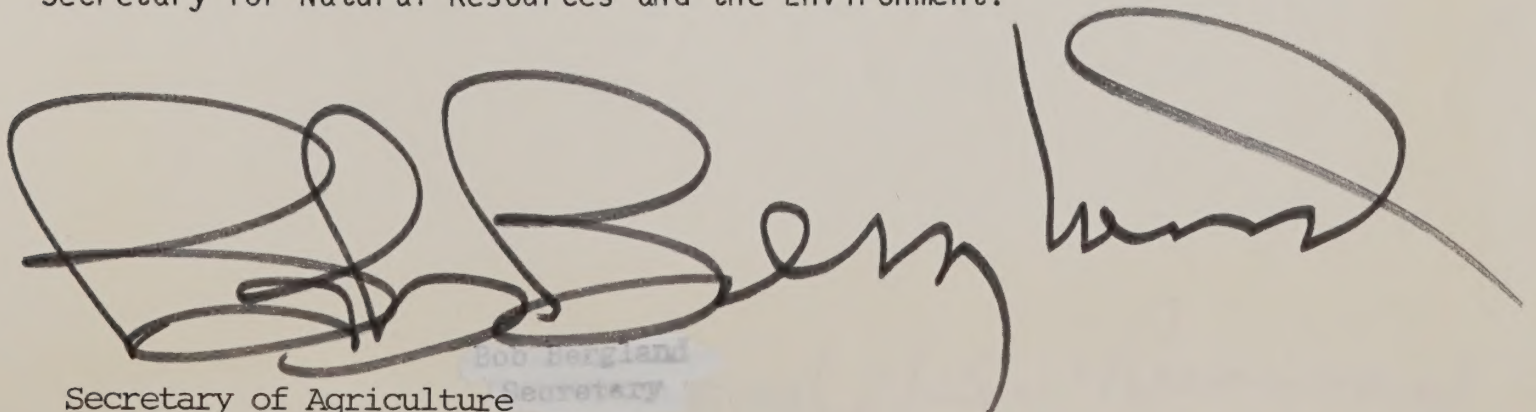
Implementation of this Memorandum will be developed in accordance with the processes established by the Forest and Rangelands Renewable Resources Planning Act of 1974, as amended (P.L. 93-378); the Soil and Water Resources Conservation Act of 1977, as amended (P.L. 95-192); the Renewable Resources Extension Act of 1978 (P.L. 95-306); and other appropriate authorities.

The Secretary will establish an interagency Departmental coordinating committee to: (1) facilitate compliance with the goals and objectives outlined in this Policy Memorandum; (2) provide liaison between Departmental agencies on all matters related to this Policy Memorandum and develop procedures for establishing working relationships with cooperating and other interested organizations, groups, and individuals; (3) recommend procedures for designating species for which habitats are to be protected, maintained, and/or improved; (4) recommend and coordinate Department actions regarding habitats for threatened and endangered species; (5) coordinate the Departmentwide review of legislation, regulations, policies, and directives as required by this Memorandum; (6) develop coordinated assistance to agencies in obtaining needed data on habitat characteristics and fish and wildlife populations; and (7) coordinate procedures for developing quantitative goals for wildlife populations and habitat acreages. At least every 3 years the committee will review this Policy Memorandum and recommend changes as appropriate.

The Coordinating Committee will include one representative from each of the following agencies: Agricultural Stabilization and Conservation Service; Animal and Plant Health Inspection Service; Economics, Statistics, and Cooperatives Service; Farmers Home Administration; Forest Service; Office of Budget, Planning, and Evaluation; Rural Electrification Administration; Science and Education Administration; Soil Conservation Service; and the Office of Environmental Quality. Minutes of Committee meetings shall be made available to the top management of each of the respective agencies.

The State Coordination and Administration Committees will promote and help establish an effective fish and wildlife operating committee in each State. The purpose will be to coordinate fish and wildlife planning, budget proposals, and agency roles in education, technical assistance, technology transfer, and incentives programs. The committee should include, as a minimum, the State heads or wildlife representatives of USDA agencies and their primary State-level cooperators, including university and research interests. Other State and local interests should be involved at the discretion of the committee. Some States may choose to have major policy meetings of all interested parties as needed, on a formal or informal basis, to help guide a smaller "core" committee.

Coordination of the policy, programs, and committees established in accordance with this Memorandum will be the responsibility of the Office of the Assistant Secretary for Natural Resources and the Environment.



Bob Bergland
Secretary of Agriculture

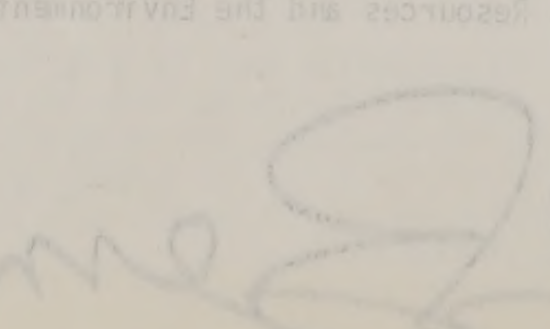
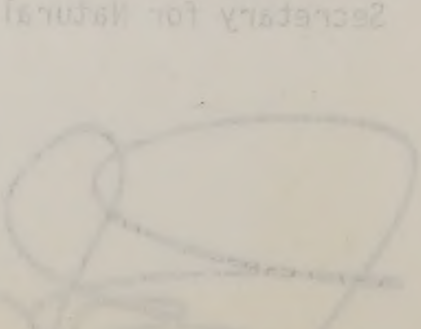
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The Secretary will establish an interagency Departmental coordinating committee to: (1) facilitate compliance with the goals and objectives outlined in this Policy Memorandum; (2) provide liaison between Departmental agencies on all matters related to this Policy Memorandum and develop procedures for establishing working relationships with cooperating and other interested organizations, groups, and individuals; (3) recommend procedures for designating species for which habitats are to be protected, maintained, and/or improved; (4) recommend and coordinate Department actions regarding habitats for threatened and endangered species; (5) coordinate the Department-wide review of legislation, regulations, policies, and directives as required by this Memorandum; (6) develop coordinated assistance to agencies in obtaining needed data on habitat characteristics and fish and wildlife populations; and (7) coordinate procedures for developing quantitative goals for wildlife populations and habitat areas. At least every 3 years the committee will review this Policy Memorandum and recommend changes as appropriate.

The Coordinating Committee will include one representative from each of the following agencies: Agricultural Stabilization and Conservation Service; Animal and Plant Health Inspection Service; Economics, Statistics, and Cooperatives Service; Farmers Home Administration; Forest Service; Office of Budget, Planning, and Evaluation; Rural Electrification Administration; Science and Education Administration; Soil Conservation Service; and the Office of Environmental Quality. Minutes of Committee meetings shall be made available to the top management of each of the respective agencies.

The State Coordination and Administration Committees will promote and help establish an effective fish and wildlife operating committee in each State. The purpose will be to coordinate fish and wildlife planning, budget proposals, and agency roles in education, technical assistance, technology transfer, and incentives programs. The committee should include, as a minimum, the State heads or wildlife representatives of USDA agencies and their primary State-level cooperators, including university and research interests. Other State and local interests should be involved at the discretion of the committee. Some States may choose to have major policy meetings of all interested parties as needed, on a formal or informal basis, to help guide a smaller "core" committee.

Coordination of the policy, programs, and committees established in accordance with this Memorandum will be the responsibility of the Office of the Assistant Secretary for Natural Resources and the Environment.




Assistant Secretary for Natural Resources and the Environment

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

July 8, 1980

SECRETARY'S MEMORANDUM NO. 2020

Water Resources Committee

I hereby establish a USDA Water Resources Committee. The committee will encourage and monitor USDA agency actions to implement the President's Water Policy initiatives and review and coordinate these policies in the Department.

To carry out this charge the Water Resources Committee will:

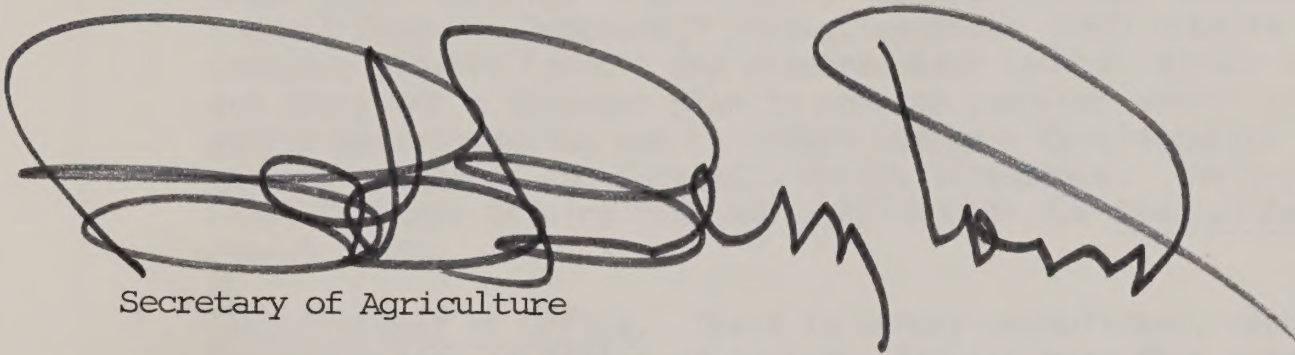
1. Insure cooperation with the Water Resources Council and with other Federal agencies concerned with national water policy and designate appropriate representatives to standing and ad hoc interagency committees, task forces and work groups.
2. Advise the Program and Budget Review Board of the progress in the implementation of water policy in agency programs and the need for program adjustments and policy clarification.
3. Facilitate Department-wide review of proposed positions on major water resources legislation.
4. Facilitate Department-wide review of rules and regulations concerning water resources activities.
5. Review and recommend research initiatives that impact water policy and planning decisions.
6. Coordinate and facilitate decisionmaking in the Department relative to water resources policy and program initiatives.

The committee will be composed of representatives of the Agricultural Stabilization and Conservation Service; Economics, Statistics, and Cooperatives Service; Farmers Home Administration; Forest Service; Office of Budget, Planning and Evaluation; Office of Environmental Quality;

COMMITTEES

(Water Resources)

Rural Electrification Administration; Science and Education Administration; and Soil Conservation Service. The representatives will be selected from the senior staff level. The Assistant Secretary for Natural Resources and Environment will be chairperson and the Deputy Assistant Secretary for Natural Resources and Environment will be alternate chairperson of the USDA Water Resources Committee. The Department's Interagency Liaison Committee representative to the Water Resources Council will be the executive secretary and provide principal staff assistance for the committee. Additional staff assistance will be available from member agencies as needed. The Office of the General Counsel and Office of Transportation will participate in committee activities as observers.

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Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

July 16, 1980

SECRETARY'S MEMORANDUM NO. 2021

Establishment of Office of Consumer Affairs

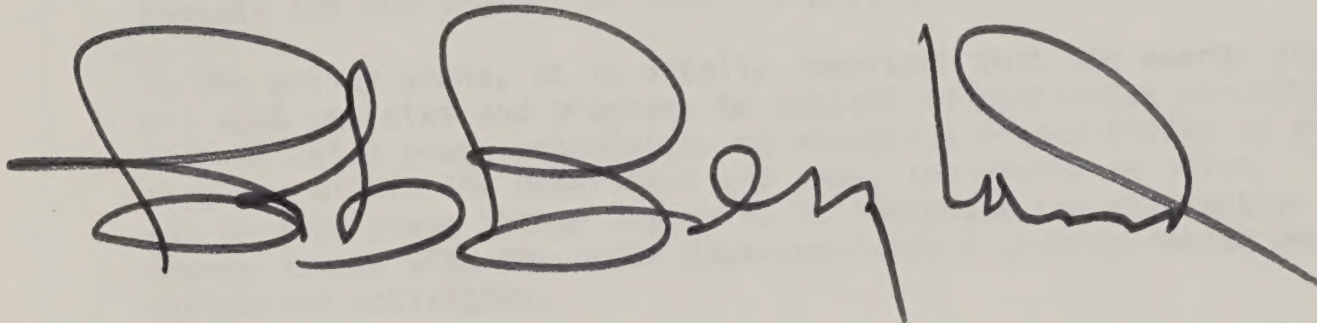
1. Background. On September 26, 1979, the President signed Executive Order 12160 entitled "Providing For Enhancement and Coordination of Federal Consumer Programs." Executive Order 12160 created the Consumer Affairs Council and required each Federal agency to develop and carry out a consumer plan to enhance consumer participation in agency decisionmaking and to ensure adequate consideration of consumer concerns and interests by decisionmakers. The Department's Final Consumer Affairs Plan was published in the Federal Register on June 9, 1980.
2. Establishment of Office. There is hereby established, reporting to the Secretary, an Office of Consumer Affairs hereafter referred to as the "Office." The Office will establish specific guidelines and provide oversight for consumer involvement in USDA programs. This will include assuring that consumers are informed of the Department's procedures and actions, that they are provided an opportunity to participate in these actions and that consumer complaints are appropriately and efficiently handled. The primary functions of the Office will be to:
 - Develop and implement USDA policy and procedural guidelines for carrying out the Department's Consumer Affairs Plan.
 - Advise the Secretary and other policy level officials of the Department on consumer affairs policies and programs.
 - Coordinate USDA consumer affairs programs and monitor and analyze agency procedures and performance.
 - Represent the Department at conferences, meetings and other contacts where consumer affairs issues are discussed, including liaison with the White House and other governmental agencies and departments.
 - Work with the Office of Budget, Planning and Evaluation and the Office of Governmental and Public Affairs to ensure coordination of USDA consumer affairs and public participation programs, policies and information.

FORM AD-778 (1/80)

ORGANIZATION

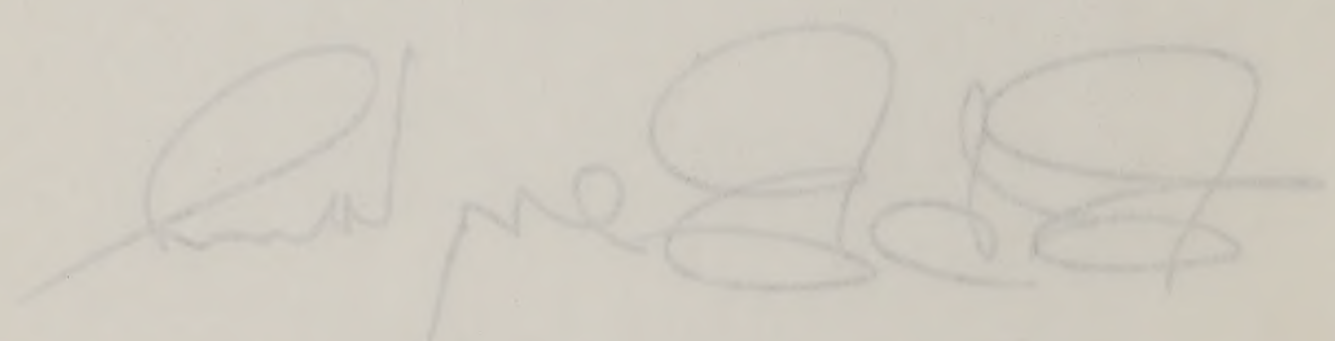
1. (Office of Consumer Affairs)

- Serve as a consumer ombudsman and communication link between consumers and the Department.
 - Approve the designation of agency Consumer Affairs Contacts.
3. Incidental Transfers. The Assistant Secretary for Administration and the Director of Economics, Policy Analysis and Budget, will coordinate the transfers of such funds, personnel, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this Memorandum.
 4. Existing Directives. Prior delegations of authority, regulations, and other directives not inconsistent with the provisions of this Memorandum shall remain in effect until modified or superseded.
 5. Effective Date. The delegations of authority provided in this Memorandum shall remain in effect for ninety days or until such time as they are published in the Federal Register.

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Secretary of Agriculture

- Serve as a consumer spokesman and communication link between consumers and the Department.
- Approve the designation of agency Consumer Affairs Contacts.
- 3. Incidental Transfers. The Assistant Secretary for Administration and the Director of Economic, Policy Analysis and Budget, will coordinate the transfers of such funds, personnel, equipment, authority, space, records, property and incidents as may be necessary to implement the provisions of this Memorandum.
- 4. Existing Directives. Prior deletions of authority, regulations, and other directives not inconsistent with the provisions of this Memorandum shall remain in effect until modified or superseded.
- 5. Effective Date. The deletions of authority provided in this Memorandum shall remain in effect for ninety days or until such time as they are published in the Federal Register.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

August 1, 1980

SECRETARY'S MEMORANDUM NO. 2022

Strengthening the USDA Response to the National Energy Problem

(3 SPACES)

1. Background. In March, 1978, I committed the Department to active development of policies and programs that will contribute to the long-term solution of our Nation's energy problems in ways that are consistent with the health and vitality of rural America and of the agricultural sector of our economy. This is our policy, and I believe that we have been successful in pursuing it.

However, we need to do more. All sectors of our economy and society must make every feasible effort to conserve and to use new sources of energy or fuel. To encourage this process in the agricultural sector, I am ordering actions that will strengthen both our policy development process and our support of specific program initiatives.

In the policy arena, It is vitally important that the energy aspects of all USDA policies and programs be subject to continuous scrutiny and that we seize every opportunity to encourage a sensitivity to energy problems within the Department and among the people we serve. The best way to make these things happen is to integrate the examination of energy issues with the other Department-level program review and evaluation activities.

In the operational area, we need to consolidate and provide focused leadership to USDA programs designed to encourage commercial application of projects to convert agricultural and forestry products or by-products to priority energy sources. These products and by-products, known collectively as biomass, are fertile resources that are ripe for development. The Department already has several projects in this area. The Farmers Home Administration has designated substantial levels of existing loan and loan guarantee authority as assistance for alcohol distilleries and other biomass conversion facilities. USDA has signed an agreement with the Department of Energy, under which USDA will provide cost-sharing and loan assistance to on-farm fuel alcohol distilleries. Under authority granted by section 1420 of the Food and Agriculture Act of 1977, the Department has made tentative or final commitments to guarantee loans for four pilot projects to convert agricultural and forestry products into industrial alcohols and

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

August 1, 1960

SECRETARY'S MEMORANDUM NO. 2225

Strengthening the USDA Response to the National Energy Problem

I. Background. In March, 1955, I committed the Department to active development of policies and programs that will contribute to the long-term solution of our Nation's energy problems in ways that are consistent with the health and vitality of rural America and of the agricultural sector of our economy. This is our policy, and I believe that we have been successful in pursuing it.

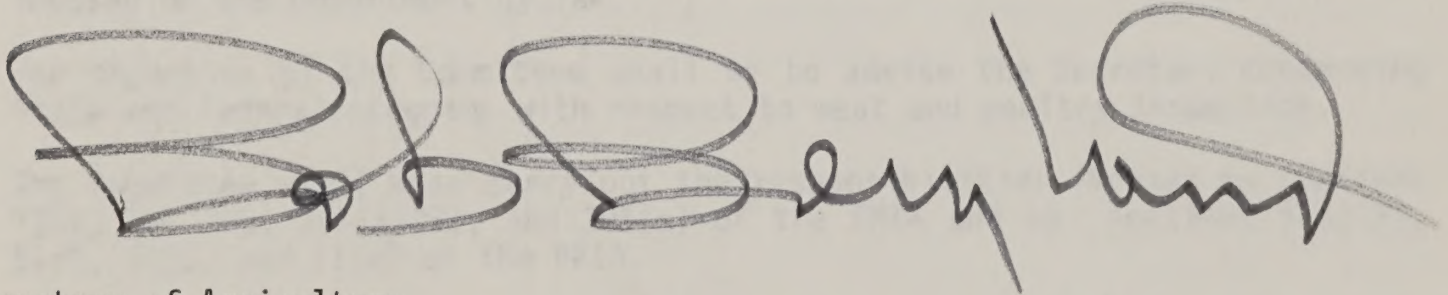
However, we need to do more. All sectors of our economy and society must make every feasible effort to conserve and to use new sources of energy more fully. To encourage this process in the agricultural sector, I am ordering actions that will strengthen both our policy development process and our support of specific program initiatives.

In the policy arena, it is vitally important that the energy aspects of all our policies and programs be subject to continuing scrutiny and that we create every opportunity to encourage a sensitivity to energy problems within the Department and among the people we serve. The best way to make these things happen is to integrate the examination of energy issues with the other Department-level program review and evaluation activities.

In the operational area, we need to consolidate and provide focused leadership to USDA programs designed to encourage commercial application of projects to convert agricultural and forestry products or by-products to primary energy sources. These products and by-products, known collectively as biomass, are the resources that are ripe for development. The Department already has several projects in this area. The Farmers Home Administration has designated substantial levels of existing loan and loan guarantee authority as assistance for alcohol distilleries and other biomass conversion facilities. USDA has signed an agreement with the Department of Energy, under which USDA will provide cost-sharing and loan assistance to on-farm fuel alcohol distilleries. Under authority granted by section 1420 of the Food and Agriculture Act of 1954, the Department has made contracts or final commitments to guarantee loans for four pilot projects to convert agricultural and forestry products into industrial alcohols and

hydrocarbons. Furthermore, the synfuels bill recently enacted by Congress contains provisions for substantial additional USDA loan and loan guarantee authorities for alcohol fuels and other biomass energy projects.

2. Actions Ordered. It is hereby ordered that all of the authorities, responsibilities, and activities of the Office of Energy that are related to operational support for projects to foster and encourage the production of fuels from agricultural and forestry products or by-products be transferred to the Farmers Home Administration, and that an Office of Renewable Resources reporting directly to the Administrator be established to support the expanded biomass energy commercialization activities of the Farmers Home Administration. All other functions, authorities, and responsibilities of the Office of Energy, including those related to coordination of Department-wide energy policy and allocation of scarce fuel resources, are to be transferred to the Office of Budget, Planning and Evaluation.
3. Incidental Transfers. The Assistant Secretary for Administration and the Director of Economics, Policy Analysis, and Budget are authorized to approve such transfers of funds, personnel, employment authority, space, records, property, and incidentals as may be necessary to implement the provisions of this Memorandum.
4. Implementation. The implementation of the ordered actions shall begin immediately. the Director of Economics, Policy Analysis, and Budget and the Assistant Secretary for Rural Development shall take such actions as are necessary to see that the changes ordered in their respective areas of responsibility are implemented in accordance with paragraph 6 below.
5. Existing Directives. Prior delegations of authority, Administrative Regulations, and other directive material not inconsistent with the provisions of this Memorandum remain in effect.
6. Effective Date. The changes ordered by this Memorandum shall be implemented within 90 days or at such earlier time as delegations of authority reflecting such changes are published in the Federal Register.

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Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

USDA ESCS NED
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September 3, 1980

SECRETARY'S MEMORANDUM NO. 2023

Advisory Committee on Meat and Poultry Inspection

The purpose of the Federal Meat Inspection Act as amended and the Poultry Products Act as amended, is to protect the consuming public from meat, meat food products, poultry, and poultry products that are adulterated or misbranded. The Acts provide for this to be achieved by Federal and State meat and poultry inspection programs. The Secretary is authorized to cooperate with appropriate State agencies in developing and administering effective State meat and poultry inspection programs and other activities by section 301(a)(4) (21 U.S.C. 661(a)(4)) of the Federal Meat Inspection Act and section 5(a)(4) (21 U.S.C. 454(a)(4)) of the Poultry Products Inspection Act.

The Secretary is required to establish an advisory committee or committees under section 301(a)(4) of the FMIA to carry out the responsibilities imposed by sections 7(c), 24, 205, 301(a)(3), and 301(c) of the FMIA (21 U.S.C. 607(c), 624, 645, 661(a)(3), and 661(c)), as well as an advisory committee or committees under section 5(a)(4) to carry out the responsibilities imposed by sections 5(a)(3), 5(c), 8(b), and 11(e) of the PPIA (21 U.S.C. 454(a)(3), 454(c), 457(b), and 460(e)).

The Secretary hereby reestablishes the Advisory Committee on Meat and Poultry Inspection which was established by Secretary's Memorandum No. 1712, Revised, dated June 11, 1971; continued by Secretary's Memorandum No. 1820, dated February 26, 1973; and No. 1820, dated August 2, 1973; reestablished by Secretary's Memorandum No. 1820, Revised, dated May 30, 1975; and reestablished by Secretary's Memorandum No. 1959, dated October 6, 1978. This action is in the public interest in connection with the duties and responsibilities imposed on the Department by law.

The objective of the Committee shall be to advise the Secretary concerning State and Federal programs with respect to meat and poultry inspection.

The Committee shall also carry out the responsibilities imposed by sections 7(c), 24, 205, 301(a)(3), and 301(c) of the FMIA and by sections 5(a)(3), 5(c), 8(b), and 11(e) of the PPIA.

The Assistant Secretary, Food and Consumer Services, will be the Chairperson to whom the Committee will report. The Administrator, Food Safety and Quality Service, will be the Vice-Chairperson. In the absence of the Chairperson, the Vice-Chairperson will act in her/his stead. A representative of Food Safety and Quality Service will serve as Executive Secretary.

Members of the Committee will be appointed by the Secretary. The Secretary in exercising the power of appointment will insure that State agencies concerned with meat and poultry inspection are adequately represented. Staff support for the Committee shall be provided by the Food Safety and Quality Service.

The duties of the Committee are solely advisory. They include the above-mentioned statutory responsibilities as well as evaluating State meat and poultry inspection programs, identifying means for obtaining better coordination and more uniformity among State inspection programs and between Federal and State programs, and recommending methods for assuring adequate consumer protection on such matters as plant inspection procedures and complex criteria for formulating and labeling meat and poultry food products.

Selection of committee members will be based on national geographic distribution, sex, and other relevant factors in order to gain a broadly balanced membership in terms of various regional or local points of view and representation.

The annual anticipated operating cost of the Advisory Committee is broken down as follows:

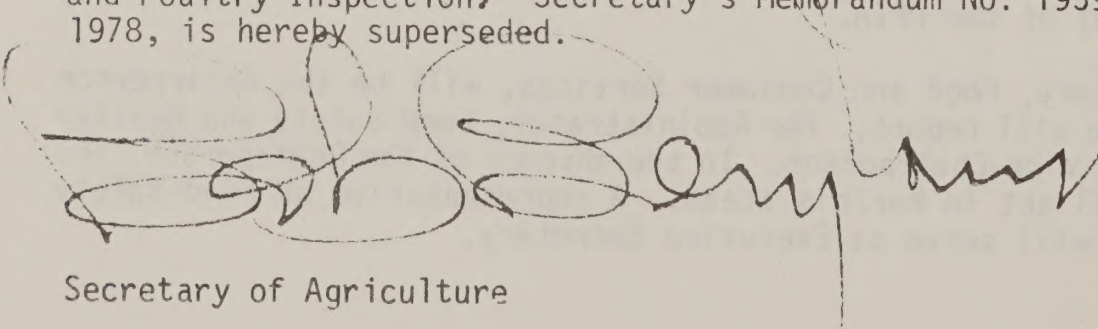
Federal funds to purchase necessary supplies and materials	\$ 700
Staff support which includes salary and benefit costs; 0.2 person-year	7,000
Travel expenses including subsistence	17,000
Expenses paid by sources outside Government	<u>2,415</u>
TOTAL	\$27,115

The estimated annual operating costs include all private and public funds to be spent by or on behalf of the Advisory Committee.

The period of time necessary for the Committee to complete its purposes is the duration of the FMIA and the PPIA or until the Committee is superseded by the Secretary. The Committee's duration shall be indefinite or until the Committee is superseded by the Secretary.

It is estimated that the Committee will meet two or three times a year.

This memorandum also serves as a charter for the Advisory Committee on Meat and Poultry Inspection. Secretary's Memorandum No. 1959 dated October 6, 1978, is hereby superseded.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

September 10, 1980

SECRETARY'S MEMORANDUM NO. 2024

Conversion of Excepted Employees
into the Competitive Service

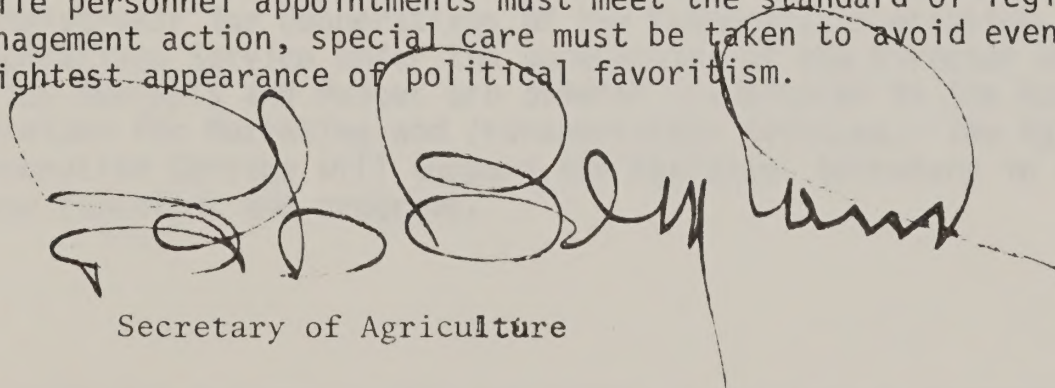
Before recommending conversion of an excepted employee into the competitive service, agency officials must be certain that all requirements for open competition and merit selection are met.

While there is no statutory bar prohibiting the appointment of excepted employees into the competitive service, such appointments are contrary to the spirit of reform and should only be done under the most extraordinary circumstances. Therefore, all such cases will require review by the Director of Personnel with a recommendation to the Deputy Secretary. The Deputy Secretary will give final approval on employees who are serving under Schedule C authority and also the positions of State Executive Directors, Agricultural Stabilization and Conservation Service; State Directors, Farmers Home Administration; and Experts and Consultants.

The recommended appointment or conversion in the Senior Executive Service of noncareer to career will be monitored closely by the Department and will require approval by the Office of Personnel Management.

Personnel Bulletin 273-24 outlines the necessary documentation and should be followed when such a request is made for excepted employees, grade GS-15 and below. Procedures contained in Personnel Letter 920-4 apply to Senior Executive Service cases.

While personnel appointments must meet the standard of legitimate management action, special care must be taken to avoid even the slightest appearance of political favoritism.

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Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 17, 1980

SECRETARY'S MEMORANDUM NO. 2025

Establishment of the Agricultural Cooperative Service

(3 SPACES)

1. Background. This country has a highly organized and complex economic system within which the family farmer must operate. In order to maximize their efforts and resources, some of these farmers have organized cooperatives which have enabled them to be more competitive in the market place.

In Secretary's Memorandum No. 1917 dated April 11, 1977, I set forth Departmental policy toward cooperatives. In brief, that policy is to offer maximum encouragement and support to family farmers and their cooperatives. I also directed the administrators of all USDA agencies to ensure that their programs reflect this policy. To give greater visibility to this policy and to reemphasize our commitment, I am now announcing the establishment of a new agency dedicated to the support of agricultural cooperatives.

2. Establishment of Agency. There is hereby established the Agricultural Cooperative Service (ACS) reporting to the Assistant Secretary for Marketing and Transportation Services. The primary function of this new agency shall be to implement and administer the Department's cooperatives programs authorized by the Cooperative Marketing Act of 1926 (7 U.S.C.451-457) and by the Agricultural Marketing Act of 1946 (7 U.S.C.1621-1627). ACS will have all the authorities and responsibilities necessary to administer and discharge the functions, duties, activities, and responsibilities ordered to be transferred or assigned to it.
3. Actions Ordered. The functions and programs relating to cooperatives which are currently performed by or through the Administrator and Deputy Administrator for Cooperatives of the Economics, Statistics, and Cooperatives Service under the supervision of the Director of Economics, Policy Analysis and Budget are ordered transferred to the Assistant Secretary for Marketing and Transportation Services. The Agricultural Cooperative Service will support the Assistant Secretary in carrying out these functions and programs.

FORM AD-778 (1/80)

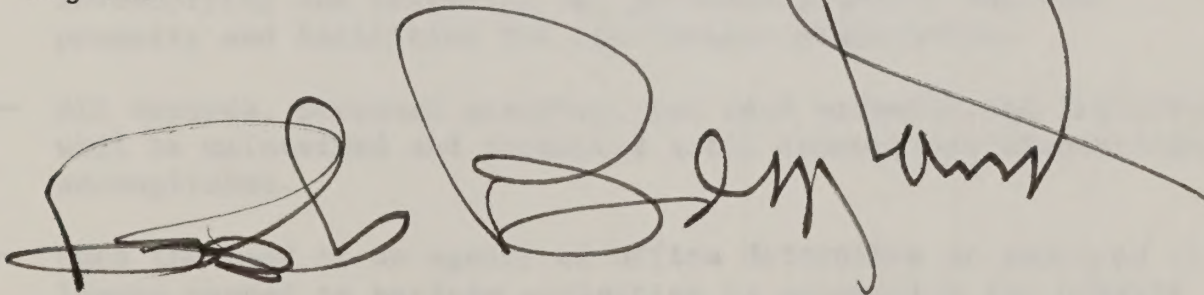
ORGANIZATION

1 (ACS)

The development and pursuit of a program of economic research on matters of importance to cooperatives and the issuance of complaints under Section 2 of the Capper-Volstead Act (7 U.S.C. 292) will continue to be the responsibility of the Director of Economics, Policy Analysis and Budget. The Agricultural Cooperatives Service will have concurrent responsibility for economic research and analysis and the application of economic research findings to the problems of cooperative organizations.

Finally, with the implementation of this transfer, the Economics, Statistics, and Cooperatives Service is renamed the Economics and Statistics Service.

4. Management Support Activities. Such administrative and management support as are required by the Agricultural Cooperatives Service will be provided by the Agricultural Marketing Service. This will include finance, budget, personnel, administrative services, and other management support functions.
5. Incidental Transfers. The Assistant Secretary for Administration and the Director of Economics, Policy Analysis and Budget, will coordinate the transfers of funds, personnel, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this Memorandum.
6. Implementation. The implementation of the ordered actions shall begin immediately. The Director of Economics, Policy Analysis and Budget and the Assistant Secretary for Marketing and Transportation Services shall take such actions as are necessary to see that the changes ordered in their respective areas of responsibility are implemented in an expeditious manner in conformance with paragraph 8 below.
7. Existing Directives. Prior delegations of authority, administrative regulations and other directives not inconsistent with the provisions of this memorandum remain in full force and effect.
8. Effective Date. The changes ordered by this Memorandum shall be implemented within 90 days or at such earlier time as delegations of authority reflecting such changes are published in the Federal Register.

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Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 30, 1980

SECRETARY'S MEMORANDUM NO. 2026

Shutdown of Department Operations Upon Failure by the Congress to
Enact Appropriations

In the event that any agency's current obligating authority no longer exists, Federal officers may only incur obligations necessary for the orderly closedown of their agency.

All actions taken will be in accordance with the Attorney General's Opinion, dated April 25, 1980 and the Office of Management and Budget Bulletin Number 80-14, dated August 28, 1980, and the Office of Personnel Management Memorandum dated September 10, 1980.

When necessary, the head of each agency and office should develop and implement a plan for the orderly closedown of their organization. The plans will be specifically tailored to the requirements necessary for each agency or office.

The plans must include the following provisions:

- All employees must be directed to report to their supervisors to receive assignments of duties necessary for an orderly closedown.
- All employees in travel status must be directed to return to duty station, unless continued travel is essential for accomplishing the orderly closedown of the organization.
- Closedown activities shall include preparing all records for transfer to the appropriate records holding area, issuing notices of cancellation of ongoing program activities, inventorying and preparing all personal property and real property and facilities for appropriate disposition.
- All records, personal property, and real property and facilities will be maintained and protected until appropriate disposition is accomplished.
- When the head of an agency or office determines an employee is no longer needed to perform activities to accomplish the orderly closedown, such employee must be notified and placed on furlough or other personnel action taken as appropriate for the circumstance.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 27, 1957

Secretary, Department of Justice

Re: Bureau of Investigation (Bureau) and the Department of Justice (Department) in the matter of the investigation of the activities of the Communist Party, U. S. A.

It is the policy of the Department of Justice to maintain the highest standards of efficiency and economy in the operation of its various offices. It is the policy of the Department of Agriculture to maintain the highest standards of efficiency and economy in the operation of its various offices.

All actions taken by the Department of Justice in the matter of the investigation of the activities of the Communist Party, U. S. A., shall be taken in accordance with the provisions of the Espionage Laws, 18 U. S. C. 793 and 794, and the Espionage Laws, 18 U. S. C. 793 and 794, and the Espionage Laws, 18 U. S. C. 793 and 794.

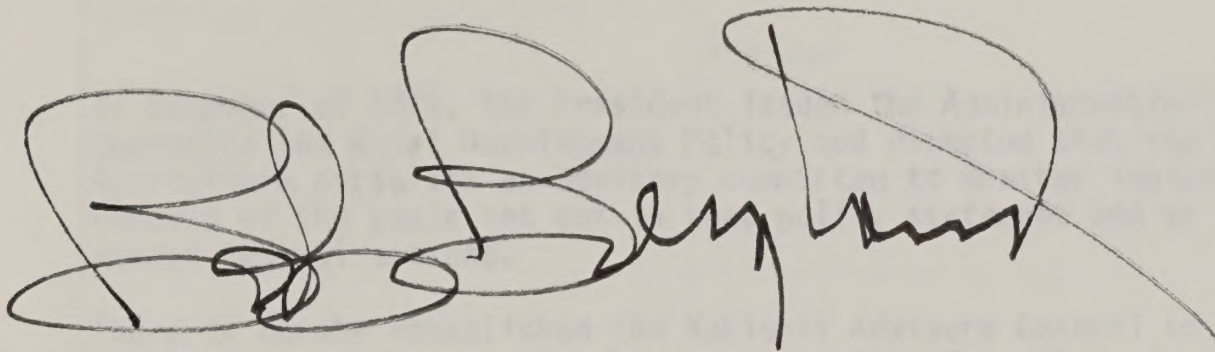
It is the policy of the Department of Justice to maintain the highest standards of efficiency and economy in the operation of its various offices. It is the policy of the Department of Agriculture to maintain the highest standards of efficiency and economy in the operation of its various offices.

The following provisions shall apply to the investigation of the activities of the Communist Party, U. S. A.

- 1. All actions taken by the Department of Justice in the matter of the investigation of the activities of the Communist Party, U. S. A., shall be taken in accordance with the provisions of the Espionage Laws, 18 U. S. C. 793 and 794, and the Espionage Laws, 18 U. S. C. 793 and 794, and the Espionage Laws, 18 U. S. C. 793 and 794.
- 2. It is the policy of the Department of Justice to maintain the highest standards of efficiency and economy in the operation of its various offices. It is the policy of the Department of Agriculture to maintain the highest standards of efficiency and economy in the operation of its various offices.
- 3. All actions taken by the Department of Justice in the matter of the investigation of the activities of the Communist Party, U. S. A., shall be taken in accordance with the provisions of the Espionage Laws, 18 U. S. C. 793 and 794, and the Espionage Laws, 18 U. S. C. 793 and 794, and the Espionage Laws, 18 U. S. C. 793 and 794.
- 4. It is the policy of the Department of Justice to maintain the highest standards of efficiency and economy in the operation of its various offices. It is the policy of the Department of Agriculture to maintain the highest standards of efficiency and economy in the operation of its various offices.
- 5. All actions taken by the Department of Justice in the matter of the investigation of the activities of the Communist Party, U. S. A., shall be taken in accordance with the provisions of the Espionage Laws, 18 U. S. C. 793 and 794, and the Espionage Laws, 18 U. S. C. 793 and 794, and the Espionage Laws, 18 U. S. C. 793 and 794.
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- 10. It is the policy of the Department of Justice to maintain the highest standards of efficiency and economy in the operation of its various offices. It is the policy of the Department of Agriculture to maintain the highest standards of efficiency and economy in the operation of its various offices.

- Notice of closedown actions, copies of agency and office plans, and recurring implementation status reports will be provided to The Secretary.
- Agency and office heads should include other provisions they deem necessary to accomplish the orderly closedown in accordance with the provisions of the Attorney General's opinion and the OMB bulletin.

Departmental staff offices will assist The Secretary in Departmental planning and implementation for an orderly closedown of any activity or organization of the Department when such action is required.

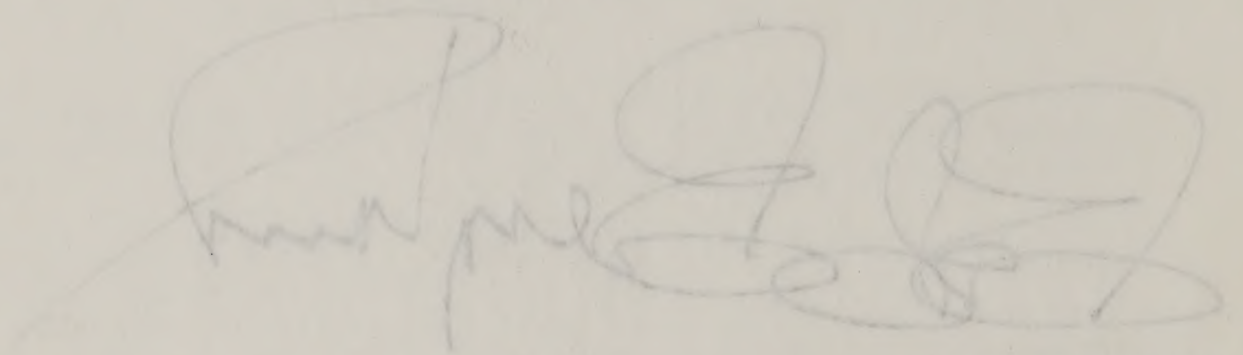
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Secretary of Agriculture

Notice of clearance required, copies of agency and office plans, and recurring implementation status reports will be provided to the Secretary.

Agency and office heads should include other provisions they deem necessary to accomplish the orderly clearance in accordance with the provisions of the Attorney General's opinion and the OMB bulletin.

Departmental staff offices will assist the Secretary in Departmental planning and implementation for an orderly clearance of any activity or organization of the Department when such action is required.

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Bob Bergland, Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

October 14, 1980

SECRETARY'S MEMORANDUM NO. 2027

NATIONAL ADVISORY COUNCIL ON SMALL COMMUNITY AND RURAL DEVELOPMENT

(3 SPACES)

In December of 1979, the President issued the Administration's Small Community and Rural Development Policy and directed that the Department of Agriculture establish an advisory committee to monitor implementation results of the goals set out in that policy statement and to advise on needed Federal actions.

There is hereby established the National Advisory Council on Small Community and Rural Development. Establishment of this Council is in the public interest in connection with the duties imposed upon the Secretary by law. The duties of the Council are solely advisory. The Council will serve an essential function.

The Council will survey and evaluate the activities of the Working Group on Small Community and Rural Development, a group composed of principal Federal program managers. It will identify and examine specific rural problems in the fields of housing, health, water and sewer, education, human services, job creation, economic development, energy, transportation and communications, capacity building, natural resources, and recreation and cultural resources and will recommend specific solutions to these problems and needs.

The Council will report to the President, through the Secretary, on its activities and on its recommendations for translating the generalized concerns about rural problems into a set of specific goals, principles, programs, and mechanisms for effective implementation.

Members of the Council shall be appointed by the Secretary and shall be representative of business, industry, agriculture, universities, state and local government, minority groups, the economically disadvantaged, public interest groups and the general public. The Chairman shall be appointed by the Secretary from among the Council members. The Vice Chairman of the Council shall be the Assistant Secretary for Rural Development and the Executive Secretary shall be a representative of the Farmers Home Administration. That agency shall also provide the staff support necessary for the operation of the Council. To the extent practicable, the Council shall have ethnic, racial and sexual balance.

FORM AD-778 (1/80)

COMMITTEES

(National Advisory Council on Small Community and Rural Development)

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

October 10, 1960

SECRETARY'S MEMORANDUM NO. 507

NATIONAL ADVISORY COUNCIL ON SMALL COMMUNITY AND RURAL DEVELOPMENT

In December of 1959, the President issued the Administration's Small Community and Rural Development Policy and directed that the Department of Agriculture establish an advisory committee to monitor implementation results of the goals set out in that policy statement and to advise on needed Federal actions.

There is hereby established the National Advisory Council on Small Community and Rural Development. Establishment of this Council is in the public interest in connection with the duties imposed upon the Secretary by law. The duties of the Council are policy advisory. The Council will serve an essential function.

The Council will survey and evaluate the activities of the working group on Small Community and Rural Development, a group composed of representatives of program managers. It will identify and examine specific rural problems in the fields of housing, health, water and sewer, education, human services, job creation, economic development, energy, transportation and communications, capacity building, natural resources, and recreation and cultural resources and will recommend specific solutions to these problems and needs.

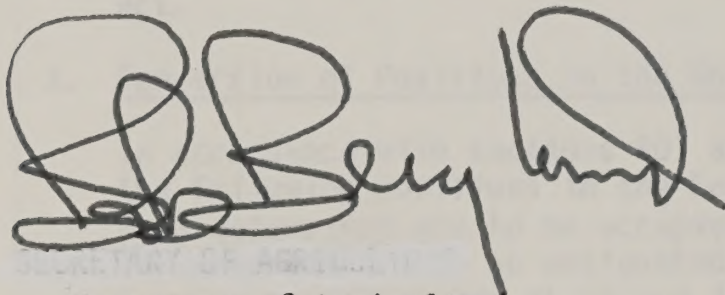
The Council will report to the President, through the Secretary, on its activities and on its recommendations for translating the general goals and concerns about rural problems into a set of specific goals, objectives, programs, and mechanisms for effective implementation.

Members of the Council shall be appointed by the Secretary and shall be representative of business, industry, agriculture, universities, State and local government, minority groups, the economically disadvantaged, and interest groups and the general public. The Chairman shall be appointed by the Secretary from among the Council members. The Vice Chairman of the Council shall be the Assistant Secretary for Rural Development and the Executive Secretary shall be a representative of the Farmers Home Administration. That agency shall also provide the staff support necessary for the operation of the Council. To the extent practicable, the Council shall have ethnic, racial and sexual balance.

With the concurrence of the Secretary and the Committee Management Secretariat, the Council may establish an executive committee and such other subordinate committees it considers necessary for the performance of its functions. The chairmen of subordinate committees shall be designated, with the concurrence of the Secretary, by the Chairman of the Council from among the membership of the Council. Members of subordinate committees shall be appointed by the Secretary.

It is estimated that staff support will involve approximately 4.15 man years at an annual cost of \$133,317. Additional Federal costs are estimated at \$89,634 for travel and per diem of Council members and other Federal employees at meetings of the Council. In addition, non-Federal members or their employers will pay costs estimated at \$3,000. This estimate includes all private and public funds to be spent by or on behalf of the Council. The Council will meet four times a year.

The Council will terminate two years from the date of this memorandum unless renewed. The functions of the Council cannot reasonably be completed in less than 2 years. This Memorandum also serves as the charter for the National Advisory Council on Small Community and Rural Development.

A large, stylized handwritten signature in black ink, appearing to read "B. B. Bell", is written over the typed name of the Secretary of Agriculture.

Secretary of Agriculture

With the concurrence of the Secretary and the Committee Management Secretary, the Council may establish an executive committee and such other subordinate committees as may be necessary for the performance of its functions. The chairmen of subordinate committees shall be designated, with the concurrence of the Secretary, by the Chairman of the Council from among the membership of the Council. Members of subordinate committees shall be appointed by the Secretary.

It is estimated that staff support will involve approximately 4.15 man years at an annual cost of \$133,317. Additional Federal costs are estimated at \$20,034 for travel and per diem of Council members and other Federal employees at meetings of the Council. In addition, non-Federal members or their employers will pay costs estimated at \$3,000. This estimate includes all private and public funds to be spent by or on behalf of the Council. The Council will meet four times a year.

The Council will terminate two years from the date of this memorandum unless renewed. The functions of the Council cannot reasonably be completed in less than 2 years. This Memorandum also serves as the charter for the National Advisory Council on Local Community and Rural Development.

SECRETARY OF AGRICULTURE
Department of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

November 18, 1980

SECRETARY'S MEMORANDUM NO. 2028

Implementation of the Foreign Service Act of 1980
(SUBJECT)

1. Background

(3 SPACES)

The Foreign Service Act of 1980 (Act) authorizes the Secretary of Agriculture to utilize the Foreign Service personnel system for employees of the Foreign Agricultural Service. Other personnel of the Department of Agriculture may be included to the extent the President determines is necessary in order to enable the Department to carry out functions which require services abroad.

2. Purpose

The purpose of this memorandum is to designate and classify those positions in the Foreign Agricultural Service which are covered by the Act and to delegate authority for implementing the provisions of the Act.

3. Conversion of Positions in the United States Department of Agriculture

In accordance with sections 501 and 2105 of the Act, I am designating the following positions in the Foreign Agricultural Service which I have determined are to be occupied by career members of the Foreign Service. Positions so designated shall be classified as Foreign Service positions and at salary levels in accordance with conversion provisions to be prescribed by the President.

- a. All overseas positions, which are currently filled by career full-time employees in the Civil Service.
- b. All positions located in Washington, D.C., currently filled by career full-time employees in the Civil Service and who meet the following qualifications: (1) Four (4) years of overseas service with the Foreign Agricultural Service, (2) available for world-wide assignment, (3) less than eight (8) years since last overseas assignment, (4) medically cleared for world-wide service, and (5) have security clearance based on full-field investigation.

FORM AD-778 (1/80)

ORGANIZATION 1 (FAS)

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

November 23, 1980

SECRET/NO FORN DISSEM

Implementation of the Foreign Service Act of 1980

1. Background

The Foreign Service Act of 1980 (FSA) authorizes the Secretary of Agriculture to utilize the Foreign Service personnel system for employees of the Foreign Agricultural Service. Under paragraph (c) of the Department of Agriculture Act as amended by the FSA, the President determines it necessary in order to enable the Department to carry out functions which require services abroad.

2. Purpose

The purpose of this memorandum is to designate and classify those positions in the Foreign Agricultural Service which are covered by the FSA and to delegate authority for implementing the provisions of the FSA.

3. Conversion of Positions in the United States Department of Agriculture

In accordance with sections 801 and 810 of the FSA, I am designating the following positions in the Foreign Agricultural Service which have positions are to be occupied by career members of the Foreign Service. Positions so designated shall be classified as Foreign Service positions and at salary levels in accordance with conversion provisions to be prescribed by the President.

a. All overseas positions, which are currently filled by career full-time employees in the Civil Service.

b. All positions located in Washington, D.C., currently filled by career full-time employees in the Civil Service and who meet the following qualifications: (1) four (4) years of overseas service with the Foreign Agricultural Service; (2) available for worldwide assignment; (3) less than eight (8) years since last overseas assignment; (4) medically cleared for worldwide service; and (5) have security clearance based on full-field investigation.

4. Delegation

I am delegating the responsibility for implementing those provisions of the Foreign Service Act of 1980 that are applicable to the Foreign Agricultural Service of the Department of Agriculture to the Under Secretary for International Affairs and Commodity Programs and to the Administrator of the Foreign Agricultural Service. This includes but is not limited to the authority to approve, on the part of the Secretary, the designation and classification of career Foreign Service positions, the assignment of personnel to such positions, approving the joint regulations issued by the Department of State relating to administration of the Act, coordination and administration of the provisions of the Act relating to establishing examining procedures for entry into the Foreign Service, and the selection board process for promotions and retention in the Foreign Service.

5. Implementation

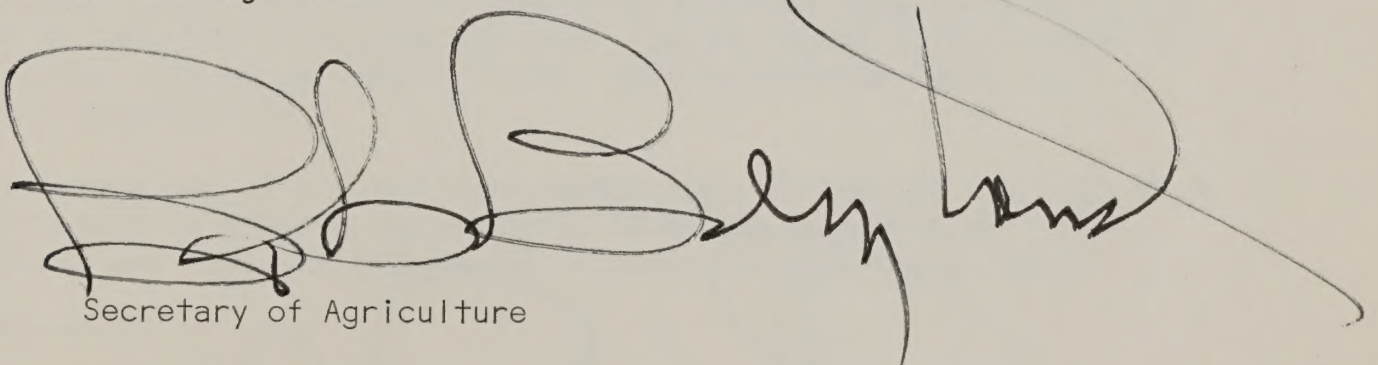
The implementation of the ordered actions shall begin upon enactment of the Foreign Service Act.

6. Existing Directives

None of the authority given the Secretary of Agriculture by the Agricultural Act of 1954, as amended, has been rescinded. The Secretary still has the authority to appoint and assign employees in order to carry out the purposes of that Act, and to pay allowances to employees assigned or appointed under that Act or other authority in accordance with that Act.

7. Effective Date

The delegations of authority provided in this Memorandum shall remain in effect for ninety days or until such time as they are published in the Federal Register.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

January 13, 1981

SECRETARY'S MEMORANDUM NO. 2029

Information Resources Management Council

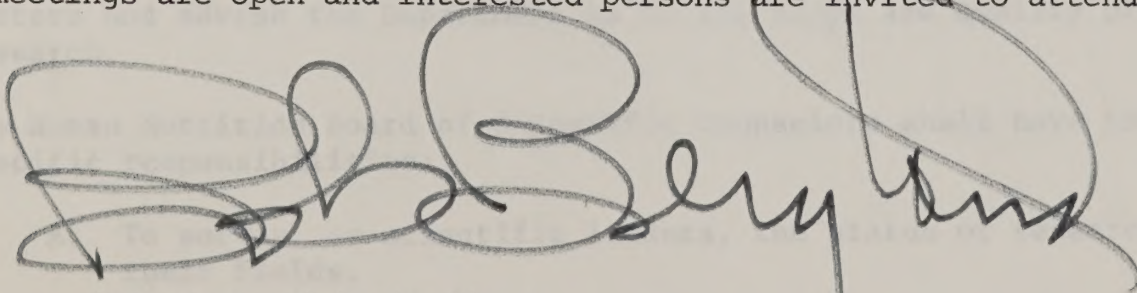
The Public, the Congress, and the Administration are concerned that poor Federal paperwork management has resulted in excessive reporting burdens on the public, duplication of information collected by the various Agencies, and wasteful Federal recordkeeping. The advances of technology and increasing volumes of data have caused the phrase "paperwork management" to become synonymous with "information management." Despite these technological advances, the Government's information needs still are not being met.

To address this issue, Congress passed Public Law 93-556 establishing the Federal Paperwork Commission. The Commission recommended that information should be managed as a scarce resource, just as Federal property and fiscal resources are managed.

In recognition of this need to improve Federal information management, there is hereby established the USDA Information Resource Management Council (IRMAC). IRMAC will provide a forum for representatives from all USDA Agencies and major staff offices working in the area of information resource management. IRMAC will assist me by recommending to the Assistant Secretary for Administration, Departmental policies and programs pertaining to the collection, maintenance, use, and dissemination of information within USDA.

The head of each USDA Agency and major staff office has appointed a representative and alternate to IRMAC. The representatives are responsible for selecting an executive steering committee, which in turn selects the IRMAC Chairperson. Regular staff support services for IRMAC will be provided by O&F. This memorandum shall stay in effect indefinitely.

I encourage any of you who have suggestions to improve the management of information in USDA to contact your IRMAC representative. IRMAC meetings are open and interested persons are invited to attend.



Secretary of Agriculture

COMMITTEES

Information Resources Management Council

Information's Management Council

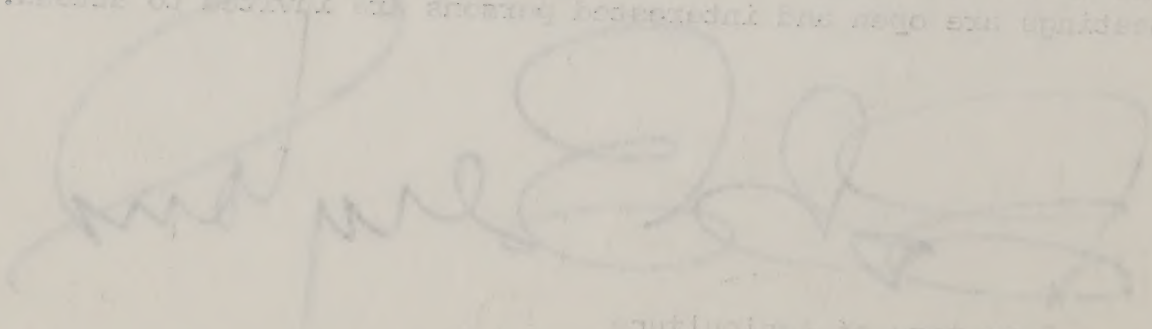
The Public, the Congress, and the Administration are concerned that the Federal Government has a limited and uncoordinated system of information. The various agencies, and especially Federal departments, are not working together in the area of information management. The various agencies are not working together in the area of information management. The various agencies are not working together in the area of information management.

To address this issue, Congress passed Public Law 94-409 establishing the Federal Information Council. The Council is authorized to collect, analyze, and disseminate information. The Council is authorized to collect, analyze, and disseminate information. The Council is authorized to collect, analyze, and disseminate information.

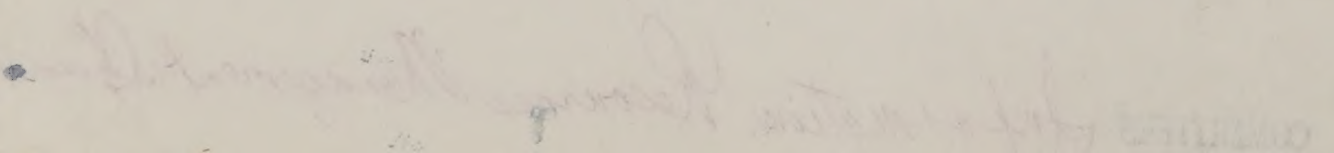
In recognition of the need to improve Federal information management, the Council is authorized to collect, analyze, and disseminate information. The Council is authorized to collect, analyze, and disseminate information. The Council is authorized to collect, analyze, and disseminate information. The Council is authorized to collect, analyze, and disseminate information.

The head of each Federal agency and each State agency has designated a representative and alternate to the Council. The representatives are responsible for collecting and disseminating information. The representatives are responsible for collecting and disseminating information. The representatives are responsible for collecting and disseminating information.

I encourage any of you who have suggestions to improve the management of information to contact your State representative. The Council is open and interested persons are invited to attend.



Secretary of Agriculture



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

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April 9, 1981

SECRETARY'S MEMORANDUM NO. 2030

Human Nutrition Board of Scientific Counselors

The Human Nutrition Board of Scientific Counselors is hereby established in conformance with provision of the House Report No. 95-1579, dated September 18, 1978, on the FY 1979 appropriations act for the Department of Agriculture. Establishment of this Board is in the public interest in connection with performance of the duties and responsibilities of the Department. The Board will serve an essential function.

Structure

In addition to the chairman and vice-chairman, the Human Nutrition Board of Scientific Counselors shall consist of eighteen members, appointed by the Secretary for terms of two years. Members will be selected from leading research and clinical authorities in sciences related to nutrition in order to provide broad coverage of the disciplinary fields pertinent to the areas of research conducted at the various Human Nutrition Research Centers. There will be at least three members on the Board with technical expertise in the specific field of science required for each of the Centers. Members will be drawn from universities, government, private industry and foundations. Pursuant to the provisions of Public Law 95-113, the Board shall, to the extent practicable, have ethnic, racial, and sexual balance. The Assistant Administrator, Human Nutrition, SEA will serve as Executive Secretary and will provide the necessary staff support for the Board of Scientific Counselors. The Director, Science and Education, will serve as chairman and the vice-chairman will be the Administrator, Human Nutrition, SEA.

Functions

The Human Nutrition Board of Scientific Counselors shall have general responsibility to review the programs of the Human Nutrition Research Centers and advise the Department as to the scope and quality of the research.

The Human Nutrition Board of Scientific Counselors shall have the following specific responsibilities:

- A. To survey, as scientific leaders, the status of research in their fields.
- B. To consult with and advise the Director of SEA, or his designee, on matters relating to program and activities of the Human Nutrition Research Centers.
- C. To review the Research Centers' annual plan of work, budget and staffing patterns.

- D. To assess the importance of the research carried out at the Centers and the degree of its relevance to the Department's mission.
- E. To determine the total pattern of research at the Centers and evaluate its scientific merit.
- F. To prepare and submit to the Director, SEA, no later than September 30 of each year, a report which shall include its evaluation and recommendations.

Meetings

Meetings will be held at least once per year, as called by the chairman. The chairman, the vice-chairman, the executive secretary, or a SEA official will be present at all meetings.

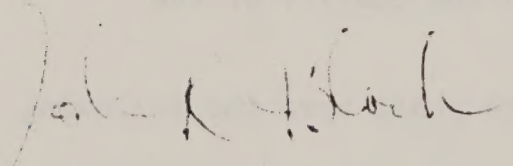
Termination

The Human Nutrition Board of Scientific Counselors will terminate two years from the date of this memorandum unless renewed. The function of the Board cannot be performed in less than two years.

Cost

The Science and Education Administration is responsible for providing necessary support to the Human Nutrition Board of Scientific Counselors. The estimated annual operating cost is \$100,000 distributed in the following manner: Staff support is estimated to involve approximately 1.0 person-year at an annual cost of \$35,000 in Federal funds. Additional Federal costs are estimated at \$65,000 for travel and per diem of Board members and Federal employees to attend the meetings and for time of Federal employees at meetings of the Board of Scientific Counselors. Funding from private sources is not required to support the Board's activities.

This memorandum also serves as a charter for the Human Nutrition Board of Scientific Counselors.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 22, 1981

SECRETARY'S MEMORANDUM NO. 2031

Advisory Committee on Swine Health Protection

1. PURPOSE. The Swine Health Protection Act, Public Law 96-468, approved October 17, 1980, requires the establishment of an Advisory Committee. The Committee is to consult with the Secretary of Agriculture on matters concerning the Act and particularly to assure effective coordination between Federal and State programs for regulating the feeding of garbage to swine. The Committee is in the public interest and provides an essential function concerning duties and responsibilities imposed on the Department by law. The Committee is hereby established.
2. DUTIES AND FUNCTIONS. The duties and functions of the Committee are solely advisory and shall be as follows:
 - a. Consult with the Secretary in evaluating the adequacy of State laws and regulations for regulating the treatment of garbage fed to swine and to assure that such laws and regulations meet the minimum standards under the Swine Health Protection Act including regulations issued under the provisions of the Act, and assist the Secretary in determining whether a State meets these criteria.
 - b. Consult with the Secretary in determining whether the States adopt and implement procedures for the effective enforcement of State laws and regulations pertaining to garbage fed to swine.
 - c. Consult with the Secretary in determining whether the States maintain proper records and submit proper reports indicating compliance with regulations issued by the Department.
 - d. Consult with the Secretary to assure effective coordination among State programs and Federal-State cooperative programs.
 - e. Consult with the Secretary in identifying needs for and methods of improving the treatment of food wastes.
 - f. Consult with the Secretary in recommending revisions in regulations implementing the Act.

FORM AD-778 (1/80)

COMMITTEES

(Swine Health Protection Advisory)

3. ORGANIZATION AND MEMBERSHIP. The Assistant Secretary for Marketing and Transportation Services will serve as Chairman. The Administrator of the Animal and Plant Health Inspection Service (APHIS) will serve as Vice Chairman. A staff member, Swine and Poultry Diseases, Veterinary Services, APHIS, will be Executive Secretary and will provide the necessary staff support for the Committee. Members of the Committee will be appointed by the Secretary.

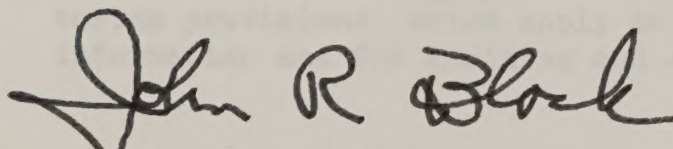
As required by the Swine Health Protection Act, the membership of the Committee will be composed of representatives of appropriate State agricultural or State animal health agencies, animal health organizations, the food waste feeder industry, and swine producer organizations. To the extent practicable, the Committee will have ethnic, racial, and sexual balance.

4. FREQUENCY OF MEETINGS. It is anticipated that the Committee will meet annually at the call of the Secretary and at such other times deemed necessary by the Secretary. The Committee shall terminate two years from the date of this memorandum.

5. ESTIMATED ANNUAL COSTS. The estimated annual costs would be as follows:

<u>Items</u>	<u>Estimated Costs</u>
Federal salaries	
Professional - 0.11 MY	\$ 4,755
Secretarial - 0.07 MY	1,285
Per diem and transportation	
expense for Federal	100
and non-Federal members	16,000
(estimated 15 non-Federal and 2 meetings)	
Miscellaneous support items	350

The estimated expenses represent all public and private funds to be spent by or on behalf of the Committee.


Secretary of Agriculture

3. ORGANIZATION AND MEMBERSHIP. The Assistant Secretary for Marketing and Transportation Services will serve as Chairman. The Administrator of the Animal and Plant Health Inspection Service (APHIS) will serve as Vice Chairman. A staff member, Swine and Poultry Diseases, Veterinary Services, APHIS, will be Executive Secretary and will provide the necessary staff support for the Committee. Members of the Committee will be appointed by the Secretary.

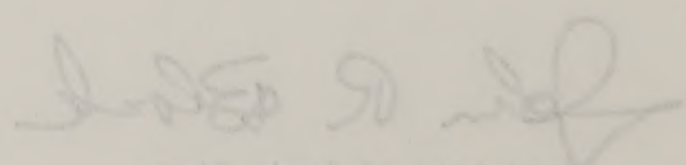
As required by the Swine Health Protection Act, the membership of the Committee will be composed of representatives of appropriate State agricultural or State animal health agencies, animal health organizations, the food waste feeder industry, and swine producer organizations. To the extent practicable, the Committee will have ethnic, racial, and sexual balance.

4. REGULARITY OF MEETINGS. It is anticipated that the Committee will meet annually at the call of the Secretary and at such other times deemed necessary by the Secretary. The Committee shall terminate two years from the date of this agreement.

5. ESTIMATED ANNUAL COSTS. The estimated annual costs would be as follows:

Item	Estimated Costs
Federal salaries	
Professional - 0.11 MY	\$ 4,752
Secretarial - 0.04 MY	1,602
Per diem and transportation	
Expenses for Federal	100
and non-Federal members	10,000
(estimated 12 non-Federal and 2 meetings)	
Miscellaneous support items	350

The estimated expenses represent all public and private funds to be spent by or on behalf of the Committee.


Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

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May 21, 1981

SECRETARY'S MEMORANDUM NO. 2032

Moratorium on Issuing New Periodicals, Pamphlets,
and Audiovisual Materials

On April 20, the President directed the heads of Federal Departments and Agencies to impose a moratorium on new 1) periodicals, 2) pamphlets of fewer than 80 pages with a public distribution of 50 copies or more, and 3) audiovisual materials. That moratorium is to remain in effect until an approved Departmental control system is in place.

The Office of Management and Budget has followed up that directive with Bulletin No. 81 - 16 establishing "procedures and guidelines for eliminating unnecessary Federal spending for the development and printing of periodicals and pamphlets, and the production or procurement of audiovisual products."

I fully support the President in his effort to economize and ask that you join me in complying promptly with the intent of the President's directive and the provisions of Bulletin No. 81 - 16.

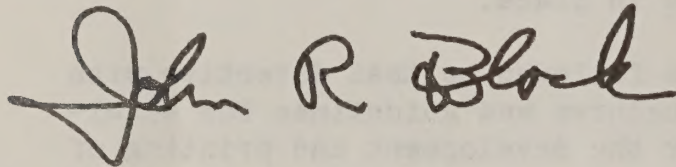
During the moratorium, we shall, as required by the Office of Management and Budget, "limit the number and copies of periodicals, pamphlets, and audiovisual products to those essential to the accomplishment of agency missions while minimizing the Government's costs to produce or acquire those that are essential." Any of these materials submitted to the Office of Governmental and Public Affairs for review during the moratorium must be accompanied by a strong statement explaining their essentiality to the missions of your agency and programs. Those materials that carry exemptions in Bulletin No. 81 - 16 will not require a justifying statement.

I ask all agencies to work very closely with the Office of Governmental and Public Affairs through your normal channels in complying with the moratorium provisions, which apply to audiovisual materials used for public information and for training and education.

In carrying out the reporting requirements explained in Bulletin No. 81 - 16, each agency shall report estimated savings no later than June 26, 1981, to Claude Gifford, Acting Assistant Secretary, Governmental and Public Affairs. Our Department report on savings is due at the Office of Management and Budget no later than July 15, 1981. The format for the report is shown in the exhibit to the Bulletin. A copy of the Bulletin is available from the information director, or equivalent, in each agency.

To fulfill the other requirement of the Bulletin, I have asked Mr. Gifford to develop a final plan to install a tighter control system for producing publications and audiovisuals. That plan will be put into effect as soon as possible to lift the moratorium.

I know that the Department has an enviable record in its audiovisual and publishing program, both in quality and economy. I also know that tighter guidelines and procedures have been installed recently by the Office of Governmental and Public Affairs. We must make every effort to find additional ways to economize. Together we can help the President in his mission to reduce spending and at the same time continue to produce quality materials for the public.



Secretary of Agriculture